

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING		PAGE OF PAGES 1 : 70	
2. CONTRACT (Proc. Inst. Ident.) NO. HHSM-500-2009-M00042				3. EFFECTIVE DATE See Block 20C		4. REQUISITION/PURCHASE REQUEST/PROJECT NO.	
5. ISSUED BY CMS, OAGM, MCG, DMC 7500 SECURITY BLVD., MS: C2-21-15 BALTIMORE MD 21244-1850		CODE DMC		6. ADMINISTERED BY (If other than Item 5)		CODE AGG/MH	

7. NAME AND ADDRESS OF CONTRACTOR (No., Street, City, Country, State and ZIP Code)  Cahaba Government Benefit Administrators, LLC Attn: David Brown 300 Corporate Parkway Birmingham AL 35242-5425		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)	
		9. DISCOUNT FOR PROMPT PAYMENT  Net 30	

CODE 196018787		FACILITY CODE	
11. SHIP TO/MARK FOR Not Applicable		CODE N/A	



12. PAYMENT WILL BE MADE BY DHHS, CMS, OFM, AMG Div. of Financial Operations P.O. Box 7520 Baltimore MD 21207-0520		CODE ACCT	
--	--	-----------	--

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) ( ) <input type="checkbox"/> 41 U.S.C. 253 (c) ( )		14. ACCOUNTING AND APPROPRIATION DATA See Schedule	
---	--	---	--

15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
Continued					

15G. TOTAL AMOUNT OF CONTRACT

16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	59
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	6	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	11	X	J	LIST OF ATTACHMENTS	70
X	D	PACKAGING AND MARKING	12	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	13		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVERIES OR PERFORMANCE	14				
X	G	CONTRACT ADMINISTRATION DATA	18		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	H	SPECIAL CONTRACT REQUIREMENTS	32		M	EVALUATION FACTORS FOR AWARD	

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 1 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. NAME AND TITLE OF SIGNER				20A. NAME OF CONTRACTING OFFICER DARRELL BACHMAN			
19B. NAME OF CONTRACTOR				20B. UNITED STATES OF AMERICA			
BY  (Signature of person authorized to sign)				19C. DATE SIGNED 1/7/09		20C. DATE SIGNED 1/7/09	
				BY  (Signature of the Contracting Officer)			

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HHSM-500-2009-M00042

PAGE	OF
2	70

NAME OF OFFEROR OR CONTRACTOR

Cahaba Government Benefit Administrators, LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Tax ID Number: 20-3684719 DUNS Number: 196018787 Delivery: 02/24/2010 Period of Performance: 01/12/2009 to 01/11/2014  Implementation Obligated Amount: [REDACTED]  Accounting Info: Funded: [REDACTED]				[REDACTED]

## **TABLE OF CONTENT**

### **PART I – THE SCHEDULE**

#### **SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS**

- B.1 BRIEF DESCRIPTION OF SERVICES
- B.2 TYPE OF CONTRACT
- B.3 AWARD FEE
- B.4 ESTABLISHED COST AND AWARD FEE
- B.5 HHSAR 352.232-9 WITHHOLDING OF CONTRACT PAYMENTS (JAN 2006)
- B.6 TASK DIRECTIVES
- B.7 SCHEDULE OF SUPPLIES/SERVICES

#### **SECTION C – DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

- C.1 STATEMENT OF WORK

#### **SECTION D – PACKAGING AND MARKING**

- D.1 PACKAGING AND MARKING

#### **SECTION E – INSPECTION AND ACCEPTANCE**

- E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
- E.2 APPROVALS BY THE PROJECT OFFICER
- E.3 INSPECTION OF SERVICES – COST REIMBURSEMENT

#### **SECTION F – DELIVERIES OR PERFORMANCE**

- F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
- F.2 PERIOD OF PERFORMANCE
- F.3 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)
- F.4 DELIVERABLES
- F.5 HHSAR 352.249-14 EXCUSABLE DELAYS (JAN 2006)

#### **SECTION G - CONTRACT ADMINISTRATION DATA**

- G.1 ACCOUNTING AND APPROPRIATION DATA
- G.2 PAYMENT, SELECTED ITEMS OF COST REIMBURSEMENT CONTRACTS
- G.3 DISSEMINATION, PUBLICATION & DISTRIBUTION OF INFORMATION
- G.4 SUBCONTRACTING REPORTING (Only for Large Business Contractors)
- G.5 SUBCONTRACTING PROGRAM FOR SMALL AND SMALL DISADVANTAGED BUSINESSES (Only for Large Business)
- G.6 SMALL DISADVANTAGED BUSINESS PARTICIPATION
- G.7 SUBCONTRACT CONSENT
- G.8 SERVICE OF CONSULTANTS/SUBCONTRACTORS
- G.9 CONTRACTING OFFICER RESPONSIBILITY
- G.10 CONTRACTOR PROJECT MANAGER
- G.11 PROJECT OFFICER
- G.12 TECHNICAL DIRECTION
- G.13 DESIGNATION OF PROPERTY ADMINISTRATOR

- G.14 GOVERNMENT FURNISHED PROPERTY
- G.15 CONTRACTOR FURNISHED PROPERTY
- G.16 INVOICING AND PAYMENT
- G.17 SEPARATION OF MEDICARE INTEGRITY PROGRAM AND PROGRAM MANAGEMENT FUNDING BY PART A AND PART B
- G.18 SEPARATION OF TRUST FUND EXPENDITURES/ACCOUNTING FROM ADMINISTRATIVE EXPENDITURES/ACCOUNTING
- G.19 COMPLEMENTARY CREDITS
- G.20 METHOD OF PAYMENT
- G.21 CORRESPONDENCE PROCEDURES
- G.22 DATA TO BE DELIVERED
- G.23 AWARD FEE PLAN
- G.24 WORKING PAPERS
- G.25 INDIRECT COST RATES – PROVISIONAL AND FINAL
- G.26 USE OF GOVERNMENT DATA (REPORTS/FILES/COMPUTER TAPES/DISCS)
- G.27 HHSAR 352.270-5 KEY PERSONNEL (JAN 2006)

#### **SECTION H - SPECIAL CONTRACT REQUIREMENTS**

- H.1 HHSAR 352.224-70 CONFIDENTIALITY OF INFORMATION (JAN 2006)
- H.2 CONDITIONS OF PERFORMANCE
- H.3 CONFLICT OF INTEREST
- H.4 APPROVAL OF CONTRACT ACQUIRED INFORMATION TECHNOLOGY
- H.5 HIPAA BUSINESS ASSOCIATE PROVISION II
- H.6 SECTION 508 – ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY
- H.7 REHABILITATION ACT, SECTION 508 ACCESSIBILITY STANDARDS
- H.8 HHSAR 352.270-7 PAPERWORK REDUCTION ACT (JAN 2006)
- H.9 WAGE DETERMINATION
- H.10 INDEMNIFICATION
- H.11 DISCLOSURE OF INFORMATION
- H.12 PARTICIPATION IN DEMONSTRATIONS
- H.13 SEPARATION OF CERTIFICATION AND DISBURSEMENT RESPONSIBILITIES
- H.14 FIDELTY BONDS
- H.15 LIABILITY FOR MEDICARE BENEFIT PAYMENTS—CERTIFYING OFFICER
- H.16 LIABILITY FOR MEDICARE BENEFIT PAYMENTS—DISBURSEMENT OFFICER
- H.17 LIABILITY FOR MEDICARE BENEFIT PAYMENTS—MEDICARE ADMINISTRATIVE CONTRACTOR
- H.18 LIABILITY FOR UNCOLLECTED OVERPAYMENTS
- H.19 RECORD RETENTION
- H.20 REPORTABLE EVENTS
- H.21 WORK PERFORMED OUTSIDE THE UNITED STATES AND ITS TERRITORIES
- H.22 SYSTEMS OF RECORDS
- H.23 SECURITY CLAUSE – BACKGROUND – INVESTIGATIONS FOR CONTRACTOR PERSONNEL
- H.24 CODE OF CONDUCT



- H.25 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE
- H.26 PRIVACY ACT 'SYSTEMS NOTICE'
- H.27 PUBLICITY
- H.28 CMS INFORMATION SECURITY CLAUSE

#### **SECTION I - CONTRACT CLAUSES**

- I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
- I.2 DEPARTMENT OF HEALTH & HUMAN SERVICES ACQUISITION REGULATIONS (HHSAR)
- I.3 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)
- I.4 52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)
- I.5 52.222-39 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (DEC 2004)
- I.6 52.232.18 AVAILABILITY OF FUNDS (APR 1984)
- I.7 HHSAR 352.270-10 ANTI-LOBBYING (JAN 2006)
- I.8 HHSAR 352.270-11 PRIVACY ACT (JAN 2006)
- I.9 HHSAR 352.270-19 ELECTRONIC INFORMATION AND TECHNOLOGY ACCESSIBILITY (JAN 2006)

#### **SECTION J - LIST OF ATTACHMENTS**

- J-1 STATEMENT OF WORK (SOW)
- J-2 AWARD FEE PLAN
- J-3 AWARD FEE ASSESSMENT
- J-4 SMALL BUSINESS SUBCONTRACTING PLAN
- J-5 REQUIREMENTS FOR PERFORMING A SAS 70 AUDIT
- J-6 CATEGORIES OF BENEFITS AND PROVIDER TYPES
- J-7 BILLING INSTRUCTIONS
- J-8 PROVIDER BANKRUPTCY CHECKLIST
- J-9 WAGE DETERMINATION
- J-10 FEMA CIRCULAR 65
- J-11 ENTERPRISE ARCHITECTURE
- J-12 CONCEPT OF OPERATIONS
- J-13 WORKLOAD IMPLEMENTATION HANDBOOK
- J-14 EDI ENROLLMENT FORM
- J-15 EDI REGISTRATION FORM

## **SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS**

### **B.1 BRIEF DESCRIPTION OF SERVICES**

The purpose of this contract is to obtain a Medicare Administrative Contractor (hereinafter referred to as "the contractor" or "MAC") to provide specified health insurance benefit administration services, including Medicare claims processing and payment services, in support of the Medicare program (also known as the Medicare fee-for-service, or FFS, program) for Jurisdiction 10. Jurisdiction 10 consists of the following states: **Alabama, Georgia and Tennessee.**

### **B.2 TYPE OF CONTRACT**

This is a Cost-Plus Award Fee (CPAF) contract.

### **B.3 AWARD FEE**

The amount of award fee the Contractor earns, if any, will be based on an evaluation by the Government of the contractor's performance in accordance with the Performance Evaluation Award Fee Plan (see Attachment J-2). The CMS Fee Determination Official (FDO) will determine the amount of award fee earned by the contractor for the evaluation period. The determination of the amount of the award fee for the evaluation period is a unilateral decision made solely at the discretion of the FDO. Upon receiving written notification from the FDO of the amount of award fee earned for the evaluation period, the Contractor may submit an invoice for the earned award fee. The Government may unilaterally change the Performance Evaluation Plan at any time. However, any revisions to the evaluation criteria in the Performance Evaluation Plan shall be presented to the Contractor prior to the evaluation period in which it will be used. The award fee evaluations will be performed on an annual basis with the actual evaluation taking place in the month immediately following the evaluation period. The award fee available for each period shall be a portion of the total award fee pool available for the entire contract period (See Section G.23).

### **B.4 ESTABLISHED COST AND AWARD FEE**

1. The estimated cost of this contract is [REDACTED]. The base fee is [REDACTED]. The maximum available award fee is [REDACTED]. The total estimated cost plus award fee is **\$335,000,718** (including all options).

The application of any fee percentage, base or award, excludes subcontractor costs, and is subject to the withholding provisions of the clauses ALLOWABLE COST AND PAYMENT (52.216-7), and FIXED FEE (52.216-8) incorporated herein.

<b>Cahaba GBA, LLC Estimated Costs</b>	
<b>Description</b>	<b>Estimated CPAF</b>
Implementation CLIN 0001	
Base Period CLIN 0002	
Option Year 1 CLIN 0003	
Option Year 2 CLIN 0004	
Option Year 3 CLIN 0005	
Option Year 4 CLIN 0006	
Closeout CLIN 0007	
<b>Total Estimated 5 - Year CPAF</b>	<b>\$335,000,718</b>
<b>Estimated Complimentary Credits</b>	
<b>Net Amount</b>	

2. Total funds currently available for payment under this contract are [REDACTED]. For further provisions on funding, see the LIMITATION OF COST clause made a part of this contract under SECTION I--CONTRACT CLAUSES, subsection I.1--Clauses Incorporated by Reference.

[REDACTED]

[REDACTED]

## B.5 HHSAR 352.232-9 WITHHOLDING OF CONTRACT PAYMENTS (JAN 2006)

Notwithstanding any other payment provisions of this contract, failure of the Contractor to submit required reports when due or failure to perform or deliver required work, supplies, or services, may result in the withholding of payments under this contract unless such failure arises out of causes beyond the control, and without the fault or negligence of the Contractor as defined by the clause entitled "Excusable Delays" or "Default", as applicable. The Government shall immediately notify the Contractor of its intention to withhold payment of any invoice or voucher submitted.

## B.6 TASK DIRECTIVES

The Contracting Officer may use individual Task Directives with specifically defined scopes and schedules to direct the contractor to perform special projects. Task Directives may also be issued to request a special administrative or user support services project. This mechanism will be used on a project-by-project basis and will be incorporated into the contract through the Changes clause (FAR 52.243-2).

Task Directives issued under this contract may be fixed price or cost reimbursement. The contractor is required to establish separate cost accounts for each Task Directive issued and to segregate those costs on their vouchers.

## B.7 SCHEDULE OF SUPPLIES/SERVICES:

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■■■■	AWARD FEE ■■■■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>CLIN 0001 IMPLEMENTATION (Non-Severable)</b>	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
<b>CLIN 0002 – A/B MAC SERVICES/BASE YEAR OPERATIONS OPTION (Severable)</b>						
0002AA Part A/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
0002AB Part A/Medicare Integrity Program	■■■■	■■■■	■■■■	■■■■	■	■■■■
0002AC Part B/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
0002AD Part B/Medicare Integrity Program	■■■■	■■■■	■■■■	■■■■	■	■■■■
<b>TOTAL CLIN 0002 – A/B MAC SERVICES/BASE YEAR OPERATIONS OPTION</b>	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■■■■	AWARD FEE ■■■■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>CLIN 0003 – A/B MAC SERVICES/OPTION YEAR 1 (Severable)</b>						
0003AA Part A/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
0003AB Part A/Medicare Integrity Program	■■■■	■■■■	■■■■	■■■■	■	■■■■
0003AC Part B/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
0003AD Part B/Medicare Integrity Program	■■■■	■■■■	■■■■	■■■■	■	■■■■
<b>TOTAL CLIN 0003 – A/B MAC SERVICES/OPTION YEAR 1</b>	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■■■■	AWARD FEE ■■■■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>CLIN 0004 – A/B MAC SERVICES/OPTION YEAR 2 (Severable)</b>						
0004AA Part A/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
0004AB Part A/Medicare Integrity Program	■■■■	■■■■	■■■■	■■■■	■	■■■■
0004AC Part B/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■
0004AD Part B/Medicare Integrity Program	■■■■	■■■■	■■■■	■■■■	■	■■■■
<b>TOTAL CLIN 0004 – A/B MAC SERVICES/OPTION YEAR 2</b>	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■■■■	AWARD FEE ■■■■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>CLIN 0005 – A/B MAC SERVICES/OPTION YEAR 3 (Severable)</b>						
0005AA Part A/Program Management	■■■■	■■■■	■■■■	■■■■	■■■■	■■■■

0005AB Part A/Medicare Integrity Program						
0005AC Part B/Program Management						
0005AD Part B/Medicare Integrity Program						
<b>TOTAL CLIN 0005 – A/B MAC SERVICES/OPTION YEAR 3</b>						

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■	AWARD FEE ■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>CLIN 0006 – A/B MAC SERVICES/OPTION YEAR 4 (Severable)</b>						
0006AA Part A/Program Management						
0006AB Part A/Medicare Integrity Program						
0006AC Part B/Program Management						
0006AD Part B/Medicare Integrity Program						
<b>TOTAL CLIN 0006 – A/B MAC SERVICES/OPTION YEAR 4</b>						

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■	AWARD FEE ■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>CLIN 0007 Workload Closeout Activities</b>						

CONTRACT LINE ITEM NUMBER	ESTIMATED COST	BASE FEE ■	AWARD FEE ■	TOTAL EST. CPAF	EST. COMP CREDITS*	TOTAL CPAF NET COMP CREDITS
<b>TOTAL MAC JURISDICTION 10</b>				<b>\$335,000,718</b>		

\*Refer to Section G.19, Complimentary Credits.

## **SECTION C – DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

### **C.1 STATEMENT OF WORK**

The Statement of Work is provided under Section J as Attachment J-1 and made a part of this contract.

## **SECTION D – PACKAGING AND MARKING**

### **D.1 PACKAGING AND MARKING**

All deliverables required under this contract must be shipped and marked in accordance with contract Section F. Deliverables and any other requirements are set forth herein.



## **SECTION E - INSPECTION AND ACCEPTANCE**

### **E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

[www.arnet.gov/far/](http://www.arnet.gov/far/)

#### **Federal Acquisition Regulation (FAR) Clauses:**

52.246-3 INSPECTION OF SUPPLIES – COST REIMBURSEMENT (MAY 2001)

52.246-5 INSPECTION OF SERVICES – COST REIMBURSEMENT (APR 1984)

### **E.2 APPROVALS BY THE PROJECT OFFICER**

All services or supplies to be delivered to the Project Officer will be deemed to have been accepted 60 calendar days after date of delivery, except as otherwise specified in this contract, if written approval or disapproval has not been given within such period. The Project Officer's approval or revision to the services or supplies delivered shall be within the general scope of work stated in this contract.

### **E.3 INSPECTION OF SERVICES – COST-REIMBURSEMENT**

- a. All work under this contract is subject to inspection and final acceptance by the Contracting Officer or the duly authorized representative of the Government.
- b. The Government's Project Officer is a duly authorized representative of the Government and is responsible for inspection and acceptance of all items to be delivered under this contract.
- c. Inspection and acceptance of the Contractor's performance shall be in accordance with FAR Clause 52.246-3, "Inspection of Supplies – Cost Reimbursement" and FAR Clause 52.246-5 "Inspection of Services-Cost Reimbursement."

## **SECTION F - DELIVERIES OR PERFORMANCE**

### **F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

[www.arnet.gov/far/](http://www.arnet.gov/far/)

#### Federal Acquisition Regulation (FAR) Clauses:

52.242-15 STOP WORK ORDER (AUG 1989) ALTERNATE I (APR 1984)

### **F.2 PERIOD OF PERFORMANCE**

The work and services hereunder shall be completed as follows:

The period of performance for completion of all work under this contract shall be from the effective date of contract award through 12 months, plus four (4) one (1) year options as follows:

CLIN	DESCRIPTION	PERIOD OF PERFORMANCE
CLIN 0001	Implementation (Non-Severable)	January 12, 2009 – September 11, 2009
CLIN 0002	Base Period (Severable)	July 12, 2009 - January 11, 2010
CLIN 0003	Option Year 1 (Severable)	January 12, 2010 – January 11, 2011
CLIN 0004	Option Year 2 (Severable)	January 12, 2011 – January 11, 2012
CLIN 0005	Option Year 3 (Severable)	January 12, 2012 – January 11, 2013
CLIN 0006	Option Year 4 (Severable)	January 12, 2013 – January 11, 2014
CLIN 0007	Closeout	6 Months from date of Exercise of Option.
	<b>TOTAL ESTIMATED 5 - YEAR CPAF</b>	5 Years from date of Contract Award

Note: The option periods delineated above are subject to the Option Clause below in Section F.3 and in Section I of this contract.

### **F.3 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

- a. At the option of the Government, this contract may be extended by the Contracting Officer giving written notice of extension to the contractor prior to the expiration date of this contract; provided, that the Contracting Officer shall have given preliminary notice of the Government's intent to extend not

later than 60 days prior to the last day of the term of this contract (such preliminary notice shall not be construed as an exercise of the option, and will not bind the Government to exercise the option). If the Government exercises this option, the contract, as extended, shall be deemed to include this option provision; provided, however, that the total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

- b. In the event that the contract is extended, the contractor shall continue the effort described in Section C - Statement of Work during the period immediately following that set forth in Section F.2 entitled "Period of Performance."

#### **F.4 DELIVERABLES**

- a. A list of deliverables is provided under Section J, Attachment J-1, Appendix B, attached hereto and made part of this contract.
- b. All deliverables required under this contract shall be packaged, marked and shipped in accordance with U.S. Government specifications. The Contractor shall guarantee that all required materials shall be delivered in immediate usable and acceptable condition.
- c. The Contractor shall submit all required deliverables and reports in accordance with the attached schedule. Reports submitted under the contract shall reference and cite the contract number and identify CMS as the sponsoring agency.
- d. Satisfactory performance under the contract shall be deemed to occur upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the schedule, Attachment J-1, Appendix B, (reports submitted under the contract shall reference and cite the contract number and identify CMS as the sponsoring agency):

The following abbreviations apply to the schedule, Attachment J-1, Appendix

B:

IAW	In accordance with
NLT	Not later than
COB	Close of business
E	Electronic copy (e-mail or diskette)
H	Hard copy
CP	Cover page
PO	Project Officer
CS	Contract Specialist

**Note:** Additional deliverables may be assigned as part of the product planning process. Individual products may be released on a flow basis, as necessary by the direction of the Project Officer.

Addressees:

**PROJECT OFFICER**

Centers for Medicare & Medicaid Services



**CONTRACTING OFFICER**

Centers for Medicare & Medicaid Services



**CONTRACT SPECIALIST**

Centers for Medicare & Medicaid Services



All electronic files shall be submitted in a format that is compatible with Microsoft Office PC-based software. As this requirement is subject to change, the contractor shall be able to adapt to any new CMS standard in order to submit deliverables. Unless specifically denoted as "workday(s)," all timeframes are in calendar days, calendar weeks, calendar months, etc. after the effective date of the contract.

## **F.5 HHSAR 352.249-14 EXCUSABLE DELAYS (JAN 2006)**

(a) Except with respect to failures of subcontractors, the Contractor shall not be considered to have failed in performance of this contract if such failure arises out of causes beyond the control and without the fault or negligence of the Contractor.

(b) Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the failure of a subcontractor to perform, and if such failure arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be deemed to have failed in performance of the contract, unless:

(1) The supplies or services to be furnished by the subcontractor were obtainable from other sources;

(2) The Contracting Officer ordered the Contractor in writing to procure such supplies or services from such other sources; and

(3) The Contractor failed to comply with such order.

Upon request of the Contractor, the Contracting Officer shall ascertain the facts and extent of such failure and if the Contracting Officer determines that any failure to perform was caused by circumstances beyond the control and without the fault or negligence of the Contractor, the delivery schedule shall be revised accordingly, subject to the rights of the Government under the termination clause contained in this contract. (As used in this clause, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.)

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **G.1 ACCOUNTING AND APPROPRIATION DATA**

Requisition #		CAN		Appropriation		Object Class	Amount		CLIN	

### **G.2 PAYMENT, SELECTED ITEMS OF COST REIMBURSEMENT CONTRACTS**

#### **1. Travel Costs (Including Foreign Travel)**

The Contractor shall be reimbursed for travel costs in accordance with FAR 31.205-46.

#### **2. Per Diem**

Expenses for subsistence and lodging shall be reimbursed to the Contractor only to the extent where overnight stay is necessary for performance under this contract. Incurred costs shall be considered to be reasonable and allowable only to the extent that they do not exceed, on a daily basis, the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations. See FAR 31.205-46(2).

#### **3. Cost of Materials**

The cost of materials furnished or used under this contract shall be reimbursed in accordance with paragraph (b) of the clause entitled "Allowable Cost and Payment (FAR 52.216-7 DEC 2002)" for cost reimbursement contracts. Expendable material costs for items such as office supplies, report paper, etc., and tools of the trade shall be priced in accordance with the Contractor's approved accounting practices or standards, as applicable. The Contractor shall be required to support all material costs claimed.

#### **4. Relocation Costs**

In accordance with FAR 31.205-35, relocation costs, either direct charged or included in the contractor's indirect cost pools, associated with an individual not completing a term of service equal to one year working under this contract shall be an unallowable cost under this contract.

### **G.3 DISSEMINATION, PUBLICATION & DISTRIBUTION OF INFORMATION**

(a) Data and information either provided to the Contractor, or to any subcontractor or generated by activities under this contract or derived from research or studies supported by this contract, shall be used only for the purposes of the contract. It shall not be duplicated, used or disclosed for any purpose other than the fulfillment of the requirements set forth in this contract. This restriction does not limit the contractor's

right to use data or information obtained from a non-restrictive source. Any questions concerning "privileged information" shall be referred to the Contracting Officer.

(b) Some data or information may require special consideration with regard to the timing of its disclosure so that preliminary findings which could create erroneous conclusions are not stipulated. Also, some data or information, which relate to policy matters under consideration by the Government, may also require special consideration with regard to the timing of its disclosure so that the open and vigorous debate, within the government, of possible policy options is not damaged.

(c) Any questions about use or release of the data or information or handling of material under this contract shall be referred to the Contracting Officer who must render a written determination. The Contracting Officer's determinations will reflect the results of internal coordination with appropriate program and legal officials.

(d) Written advance notice of at least forty-five (45) days shall be provided to the Contracting Officer of the Contractor's desire to release findings of studies or research or data or information described above. If the Contractor disagrees with the Contracting Officer's determination, and if this disagreement cannot be settled by the Contractor and the Contracting Officer in a mutually satisfactory manner, then the issue will be settled pursuant to the "Disputes" clause.

(e) Any presentation of any report, statistical or analytical material based on information obtained from this contract shall be subject to review by the Project Officer before dissemination, publication, or distribution. Presentation includes, but is not limited to, papers, articles, professional publications, speeches, testimony or interviews with public print or broadcast media. This does not apply to information that is requested pursuant to the Federal Freedom of Information Act.

(f) The Project Officer review shall cover accuracy, content, manner of presentation of the information, and also the protection of the privacy of individuals. If the review finds that the Privacy Act is or may be violated, the release/use of the presentation shall be denied until the offending material is removed or until the Contracting Officer makes a formal determination, in writing, that the privacy of individuals is not being violated.

(g) If the review shows that the accuracy, content, or manner of presentation is not correct or is inappropriate in the light of the purpose of the project, the Project Officer shall immediately inform the Contractor, in writing, of the nature of the problem. If the Contractor disagrees, the Project Officer may insist that the presentation contain, in a manner of equal importance, materials, which show the government's problem with the presentation.

(h) The Contractor agrees to acknowledge support by CMS whenever reports of projects funded, in whole or in part, by this contract are published in any medium. The Contractor shall include in any publication resulting from work under this contract, an acknowledgment substantially, as follows:

"The analyses upon which this publication is based were performed under Contract Number \_\_\_\_\_, entitled, \_\_\_\_\_,"  
Sponsored by the Centers for Medicare & Medicaid Services, Department of Health & Human Services."

Any deviation from the above legend shall be approved, in writing, by the Contracting Officer.

#### **G.4 SUBCONTRACTING REPORTING (Only for Large Business Contractors)**

The Contractor shall report all subcontract awards to small, small disadvantaged, women-owned, HUBZones, veteran-owned and service-disabled veteran-owned small business concerns. The reports shall be prepared using the electronic Subcontracting Reporting System (eSRS) via the internet at <http://www.esrs.gov>. The Individual Subcontracting Report (ISR), formerly SF294, shall be submitted semi-annually for the periods of October 1 through March 31 and April 1 through September 30. The Summary Subcontracting Report (SSR), formerly, SF 295 shall be submitted annually for the period of October 1 through September 30.

The report(s) shall be delivered not more than thirty (30) calendar days following the close of each period covered.

#### **G.5 SUBCONTRACTING PROGRAM FOR SMALL AND SMALL DISADVANTAGED BUSINESSES (Only for Large Business)**

The contractor hereby agrees to implement the conditions of the subcontracting plan submitted and approved by the Contracting Officer for this contract. The Small Business and Small Disadvantaged Business Subcontracting Plan is hereby incorporated and made a part hereof as Attachment J-4 of this contract.

#### **G.6 SMALL DISADVANTAGED BUSINESS PARTICIPATION**

In accordance with FAR 19.1202-4, when using Small Disadvantaged Business (SDB) participation as a factor that considers the extent to which SDB concerns are specifically identified, the SDB concerns considered in the evaluation shall be listed in the contract. The contractor shall notify the Contracting Officer of any substitutions of these firms. The following small disadvantaged businesses have been identified:

**None**

#### **G.7 SUBCONTRACT CONSENT**

(a) To facilitate the review of a proposed subcontract by the Project Officer and the Contracting Officer, the Contractor shall submit the information required by the FAR Clause 52.244-2 entitled, "SUBCONTRACTS" to the Contracting Officer. The Contracting Officer shall review the request for subcontract approval and the Project Officer's recommendation and advise the Contractor of his/her decision to consent to or dissent from the proposed subcontract, in writing.



(b) Consent is hereby given to issue the following subcontract(s):

[REDACTED]

#### **G.8 SERVICE OF CONSULTANTS/ SUBCONTRACTORS**

- a. For the purposes of this contract, consultants are considered subcontractors.
- b. The Contractor shall follow the procedures established in the following Federal Acquisition Regulation (FAR) clauses when requesting Contracting Officer consent to subcontract for Consultants and/or other subcontracts:

Federal Acquisition Regulation (FAR) Clauses:

52.244-2 Subcontracts (JUN 2007)  
52.244-5 Competition in Subcontracting (DEC 1996)  
52.244-6 Subcontracts for Commercial Items and Commercial Components (DEC 2008)

#### **G.9 CONTRACTING OFFICER RESPONSIBILITY**

In accordance with FAR 52.201-1 Definitions, the term 'Contracting Officer' means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority delegated by the Contracting Officer.

Notwithstanding any of the other provisions of this Contract, the Contracting Officer shall be the ONLY individual authorized to:

- a. Enter into and commit/bind the Government by contract for supplies or services;
- b. Accept nonconforming work or waive any requirement of this Contract;
- c. Authorize reimbursement to the Contractor for any costs incurred during the performance of the Contract, and

- d. Modify any term or condition of this Contract, i.e., make any changes in the Statement of Work; modify/extend the period of performance; change the delivery schedule.

#### **G.10 CONTRACTOR PROJECT MANAGER**

**David Brown** will serve as Project Manager. It will be his/her responsibility to obtain the staff necessary and to direct the work for the conduct of this project. The Project Manager shall also keep the Government Project Officer and Business Function Leads (BFLs) up to date regarding all technical, cost and schedule-related issues. The Government reserves the right to approve any necessary successor to be designated as Project Manager.

#### **G.11 PROJECT OFFICER**

- (a) The following Project Officer(s) will represent the Government for the purpose of this contract:

[REDACTED]

- (b) The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and compliance with all substantive project objectives; (2) interpreting the statement of work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; (5) assisting in the resolution of technical problems encountered during performance; (6) providing technical direction in accordance with Section G.12; and (7) reviewing of invoices/vouchers.

- (c) The Project Officer does not have the authority to act as an agent of the Government under this contract. Only the Contracting Officer has the authority to: (1) direct or negotiate any changes in the statement of work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor any costs incurred during the performance of this contract; or (5) otherwise change any terms and conditions of this contract.

- (d) The Government may unilaterally change its Project Officer designation.

- (e) The Project Officer may be assisted by Business Function Leads (BFL). The BFLs will not have the authority to provide technical direction in accordance with Section G.12, however, they may be responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and compliance with all substantive project objectives; (2) interpreting the statement of work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; (5) assisting in the resolution of technical problems encountered during performance; and (6) reviewing of invoices/vouchers.

## **G.12 TECHNICAL DIRECTION**

(a) Performance of the work under this contract shall be subject to the technical direction of the Project Officer. The term "technical direction" is defined to include, without limitation, the following:

- (1) Directions to the Contractor which redirect the contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual statement of work.
- (2) Provision of information to the Contractor, which assists in the interpretation of drawings, specifications, or technical portions of the work description.
- (3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the Contractor to the Government under the contract.

(b) Technical direction must be within the general Scope of Work stated in the contract. The Project Officer does not have the authority to and may not issue any technical directions which:

- (1) Constitutes an assignment of additional work outside the general Scope of Work of the contract.
- (2) Constitutes a change as defined in the contract clause entitled "Changes - Cost Reimbursement."
- (3) In any manner causes an increase or decrease in the total estimated contract cost, fixed-fee, or the time required for contract performance.
- (4) Change any of the expressed terms, conditions, or specifications of the contract.

(c) All technical direction shall be issued in writing by the Project Officer or shall be confirmed by him/her in writing within five working days after issuance.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the Project Officer in the manner prescribed by this article and within his/her authority under the provisions of this article.

(e) If, in the opinion of the Contractor, any instruction or direction issued by the Project Officer is within one of the categories as defined in (1) through (4) above, the Contractor shall notify the Contracting Officer in accordance with FAR 52.243-7, Notification of Changes.

### **G.13 DESIGNATION OF PROPERTY ADMINISTRATOR**

The CMS Property Administrator, Administrative Services Group, Office of Property and Space Management at (410) 786-6462, is hereby designated the property administration function for this contract. The Contractor agrees to furnish information regarding Government Property to the Property Administrator in the manner and to the extent required by the Property Administrator, his duly designated successors, and in accordance with FAR Part 45 and Department of Health & Human Services (DHHS) Manual entitled, Contractor's Guide for Control of Government Property, (2007). This manual may be accessed at

<http://knownet.hhs.gov/log/AgencyPolicy/HHSLogPolicy/contractorsguide.htm>

### **G.14 GOVERNMENT FURNISHED PROPERTY**

Pursuant to FAR Part 45 – Government Property and FAR clause 52.245-1, Government Property (JUN 2007), of this contract, the Government will furnish for performance of the work required herein a list of property, which is provided under Section J, Attachment J-1, Appendix C, and is hereby made part of this contract.

### **G.15 CONTRACTOR FURNISHED PROPERTY**

A list of Contractor Furnished Property is incorporated as: Not Applicable.

### **G.16 INVOICING AND PAYMENT** (See Attachment J-7 for Billing Instructions)

The Contractor shall report data in accordance with the format described in the cost proposal instructions.

Submission of invoices for payment:

1. Once each month following the effective date of this contract, the Contractor may submit to the Government an invoice for payment, in accordance with FAR clause 52.216-7 "Allowable Cost & Payment." The Government shall make provisional payments on all invoices pending the completion of a final audit of the Contractor's cost records.

2. To expedite payment, invoices shall be prepared and submitted as follows:

--Original and four (4) copies shall be submitted to the address below:

Department of Health & Human Services  
Centers for Medicare & Medicaid Services  
OFM/Division of Accounting Operations  
P.O. Box 7520  
7500 Security Boulevard  
Baltimore, MD 21207-0520

--For overnight delivery:

Department of Health & Human Services  
Centers for Medicare & Medicaid Services  
OFM/Division of Accounting Operations  
7500 Security Boulevard/Mailstop: C3-11-03  
Baltimore, MD 21244-1850

--One (1) copy shall be sent to the Project Officer.

### 3. Content of invoice:

- Contractor's name and invoice date;
- Contract number or other authorization for delivery of property and/or services;
- Description, CLIN, cost or price and quantity of property and/or services actually delivered or rendered, breakout of hours incurred by labor category;
- Shipping and payment terms;
- Other substantiating documentation or information as required by the contract;
- Name, title, phone number and complete mailing address of responsible official to whom payment is to be sent;
- Taxpayer Identification Number; and
- Period of performance or delivery date of goods or services provided.

### 4. Invoice payment

Reimbursement for invoices submitted under this contract shall be made not later than thirty (30) days after receipt of the original invoice from the Contractor in the copies requested at the paying office designated above.

Payment will be authorized after the Division of Accounting has received a certification of the invoice by the Project Officer and verification that the invoice amount is consistent with the schedule set forth under Section B of this contract. Any discrepancies determined as a result of the audit could delay the processing of the invoice and may result in the invoice being returned to the Contractor for corrections. Inquiries relating to payments should be directed to the Office of Financial Management/Accounting Management Group, ATTN: Jean Katzen on (410) 786-5423 or Suzanne Turgeon on (410) 786-1924.

### 5. Interest on overdue payment

The Prompt Payment Act, Public Law 97-177 (96 Stat.85.31 U.S.C. 1801) and FAR 52.232-25 Prompt Payment (OCT 2008), is applicable to payments under this contract and requires the payment of interest on payments made more than 30 days after receipt of an invoice by the Division of Accounting Operations, pursuant to FAR 32.907.

Determinations of interest due will be made in accordance with the provisions of the Prompt Payment Act and Office of Management and Budget Circular A-125.

#### **G.17 SEPARATION OF MEDICARE INTEGRITY PROGRAM AND PROGRAM MANAGEMENT FUNDING BY PART A AND PART B**

Funding for Medicare Integrity Program activities under section 1893 of the Social Security Act is derived from a different source than funding for the other functions (called "Program Management functions") which the Contractor performs pursuant to the authority of section 1874A of the Social Security Act. Therefore, separate accounts shall be designated for Medicare Integrity Program activities by Part A and Part B and for the Program Management functions by Part A and Part B which the Contractor performs pursuant to the authority of section 1874A. The Contractor shall separately account for costs incurred to perform Medicare Integrity Program activities and its Program Management functions under this contract. In no event shall the Contractor apply funding which is designated for Medicare Integrity Program activities to costs incurred in performing its Program Management functions authorized by section 1874A; similarly, the Contractor shall not apply funding designated for costs incurred in performing its Program Management functions under section 1874A to Medicare Integrity Program activities.

#### **G.18 SEPARATION OF TRUST FUND EXPENDITURES/ACCOUNTING FROM ADMINISTRATIVE EXPENDITURES/ACCOUNTING**

Any costs which are properly chargeable by a provider of services, physician, or supplier as benefit costs in accordance with Title XVIII of the Social Security Act, its implementing regulations and this contract, shall not be chargeable to this contract as administrative costs (i.e., either Medicare Integrity Program or Program Management costs). The Contractor shall separately account for benefit payments made by it from costs incurred to perform its Medicare Integrity Program activities and its Program Management functions under this contract.

#### **G.19 COMPLEMENTARY CREDITS**

The contractor shall separately account for complementary credits and reflect the current and cumulative totals on their monthly invoice. The estimated amounts for complementary credits shall be shown as a reduction to the total costs amount (i.e.: After application of any fees) within each applicable CLIN.

#### **G.20 METHOD OF PAYMENT**

In accordance with FAR 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003), the Centers for Medicare & Medicaid Services (CMS) shall only make an electronic reimbursement/payment.

In accordance with FAR 52.204-7, Central Contractor Registration (APR 2008), the contractor must register in the Central Contractor Registration (CCR) database.

The contractor shall notify CMS' Division of Accounting Operations of all EFT and address changes in CCR via the following email address: [CCRChanges@cms.hhs.gov](mailto:CCRChanges@cms.hhs.gov)

## **G.21 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration, correspondence (except for invoices), submitted under this contract shall be subject to the following procedures:

- (a) Technical Correspondence - Technical correspondence (as used herein, this term excludes correspondence which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this contract) shall be addressed to the Project Officer/Government Task Lead (GTL) with an informational copy of the basic correspondence to the Contracting Officer.
- (b) Other Correspondence - All other correspondence shall be addressed to the Contracting Officer with an informational copy of the basic correspondence to the Project Officer/GTL.
- (c) Subject Lines - All correspondence shall contain a subject line, commencing with the contract number and assigning consecutive numbers (serial numbers to permit accountability), as illustrated below:

EXAMPLE:      Contract No. - 500-00-XXXX  
                     Sequence # - XX (YEAR) - XXXX  
                     Subject - Request for Subcontract Consent

## **G.22 DATA TO BE DELIVERED**

Any working papers, interim reports, data given by the Government or first produced by the Contractor under the contract or collected or otherwise obtained by the Contractor under the contract, or results obtained or developed by the Contractor (subcontractor or consultants) pursuant to the fulfillment of this contract are to be delivered, documented, and formatted as directed by the Contracting Officer.

In addition, information and/or data, which are held by the Contractor related to the operation of their business and/or institution and which are obtained without the use of Federal funds, shall be considered "PROPRIETARY DATA" and are not "subject data" to be delivered under this contract.

## **G.23 AWARD FEE PLAN**

The award fee plan contains details on how the Contractor will be evaluated periodically for its performance. The general criteria upon which the Contractor will be evaluated substandard, expected or superior in performing each function includes such elements as efficiency, ingenuity, responsiveness, perceptiveness, thoroughness, timeliness, and resourcefulness.

The Contractor may submit self-evaluations of performance for each period under consideration. The Performance Evaluation Board in reaching its determination will consider these self-evaluations.

## **G.24 WORKING PAPERS**

The Contractor shall provide, at the request of the Contracting Officer, all the working papers used by the participating officials and employees of the Contractor in connection with all work undertaken pursuant to the contract.

## **G.25 INDIRECT COST RATES – PROVISIONAL AND FINAL**

- a. Pursuant to the provisions of FAR 52.216-7 entitled "Allowable Cost & Payment (DEC 2002)," in Section I of this contract, the allowable Indirect Costs under this contract shall be obtained by applying the final rates or rates negotiated to the appropriate bases. The period or periods for which such rates will be established shall correspond to the Contractor's fiscal year(s). The final rate proposal is to be submitted to the Contracting Officer.

In the event that the final rate proposal is submitted to the cognizant audit agency, the Contractor shall advise the Contracting Officer in writing when and to whom it was submitted.

- b. Pending establishment of final rates for any period, provisional reimbursement will be made on the basis of the provisional rates shown below. To prevent substantial over or under payment, and to apply either retroactively or prospectively, provisional rates may, at the request of either party, be revised by mutual agreement. The Government will execute a contract modification upon receipt of DCAA's or the audit agency's indirect rate audit to incorporate the negotiated indirect rates. In the event the final indirect cost rates are less than the provisional rates, retroactive adjustments to both the applicable costs and award fee shall be made at the time of contract modification. The Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceilings stated below. In the event the audit determined final indirect cost rates are less than the original negotiated ceiling rates, the negotiated rates will be reduced to conform to the lower rates.

CLIN 0001				CLIN 0002		CLIN 0003		CLIN 0004	
	Type	Rate	Rate Ceiling	Rate	Rate Ceiling	Rate	Rate Ceiling	Rate	Rate Ceiling



	CLIN 0005			CLIN 0006		CLIN 0007	
	Type	Rate	Rate Ceiling	Rate	Rate Ceiling	Rate	Rate Ceiling

- c. Reimbursement will be limited to the negotiated rate cost ceilings established in the contract and the contractor's final rates are hereby limited to the negotiated cost ceiling(s) stated above. The Government has no obligation to pay any additional amount to the contractor should the final indirect cost rates exceed the negotiated ceilings as stated in the contract.
- d. In accordance with Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clause 52.216-7(d)(2), Allowable Cost and Payment incorporated by reference in this contract in Part II, Section I, the cognizant Contracting Officer representative responsible for negotiating provisional and/or final indirect cost rates is identified below:

Director, Division of Financial Advisory Services  
Office of Acquisition Management and Policy  
National Institutes of Health  
6100 Building, Room 6B05  
6100 Executive Blvd. MSC-7540  
Bethesda, MD. 20892-7540

The period or periods for which such rates will be established shall correspond to the contractor's fiscal year(s). The final rate proposal shall also be submitted to the Contracting Officer at:

[REDACTED]

#### **G.26 USE OF GOVERNMENT DATA (REPORTS/FILES/COMPUTER TAPES OR DISCS)**

Any data given to the contractor by the Government shall be used only for the performance of the contract unless the Contracting Officer specifically permits another use, in writing. Should the Contracting Officer permit the contractor the use of Government-supplied data for a purpose other than solely for performance of this contract and if such use could result in a commercially viable product, the Contracting Officer and the contractor must negotiate a financial benefit to the Government. This benefit should most often be in the form of a reduction in the price of the contract;

however, the Contracting Officer may negotiate any other benefits he/she determines are adequate compensation for the use of these data.

Upon the request of the Contracting Officer or the expiration date of this contract, whichever shall come first, the contractor shall, upon instructions from the Contracting Officer, return or destroy all data given to the contractor by the Government. However, the Contracting Officer may direct that the data be retained by the contractor for a specific period of time, which period shall be subject to agreement by the contractor. Whether the data are returned, retained, or destroyed shall be the decision of the Contracting Officer with the exception that the contractor may refuse to retain the data. The contractor shall retain no data, copies of data, or parts thereof, in any form, when the Contracting Officer directs that the data be returned or destroyed. If the data are to be destroyed, the contractor shall directly furnish evidence of such destruction in a form the Contracting Officer shall determine is adequate.

#### **G. 27 HHSAR 352.224-70 KEY PERSONNEL (JAN 2006)**

The key personnel specified in this contract are considered to be essential to work performance. At least 30 days prior to diverting any of the specified individuals to other programs or contracts (or as soon as possible, if an individual must be replaced, for example, as a result of leaving the employ of the Contractor), the Contractor shall notify the Contracting Officer and shall submit comprehensive justification for the diversion or replacement request (including proposed substitutions for key personnel) to permit evaluation by the Government of the impact on performance under this contract. The Contractor shall not divert or otherwise replace any key personnel without the written consent of the Contracting Officer. The Government may modify the contract to add or delete key personnel at the request of the contractor or Government.

All proposed substitutions must be submitted, in writing, to CMS at least thirty (30) days prior to the proposed substitution or as soon as reasonably known. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume and any other information required by CMS. All proposed substitutions must have qualifications equal to or greater than the person(s) being replaced.

When key personnel positions are vacated due to unforeseen circumstances, a proposed replacement shall be submitted in writing for approval no later than 30 calendar days from the date the position was vacated. Interim replacements should be identified when a permanent replacement cannot be identified within this time frame. The Centers for Medicare & Medicaid Services (CMS) may consider a 60-day interim replacement until a permanent replacement is secured.

The following individuals are considered "key" under this contract:

LABOR CATEGORY		NAME	
Project Manager			
Chief Information Officer			
Claims Processing Manager			
Compliance Officer			
Contract Administrator			
Implementation Project Director			
Chief Financial Officer			
Provider Customer Service Manager			
Systems Security Officer			
Program Safeguard Contractor Liaison			
Contractor Medical Director			
Audit and Reimbursement Manager			

## **SECTION H - SPECIAL CONTRACT REQUIREMENTS**

### **H.1 HHSAR 352.224-70 CONFIDENTIALITY OF INFORMATION (JAN 2006)**

(a) Confidential information, as used in this clause, means information or data of a personal nature about an individual, or proprietary information or data submitted by or pertaining to an institution or organization.

(b) The Contracting Officer and the Contractor may, by mutual consent, identify elsewhere in this contract specific information and/or categories of information which the Government will furnish to the Contractor or that the Contractor is expected to generate which is confidential. Similarly, the Contracting Officer and the Contractor may, by mutual consent, identify such confidential information from time to time during the performance of the contract. Failure to agree will be settled pursuant to the "Disputes" clause.

(c) If it is established elsewhere in this contract that information to be utilized under this contract, or a portion thereof, is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a (New Window), and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

(d) Confidential information, as defined in paragraph (a) of this clause, shall not be disclosed without the prior written consent of the individual, institution, or organization.

(e) Whenever the Contractor is uncertain with regard to the proper handling of material under the contract, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this clause, the Contractor should obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication.

(f) Contracting Officer determinations will reflect the result of internal coordination with appropriate program and legal officials.

(g) The provisions of paragraph (d) of this clause shall not apply to conflicting or overlapping provisions in other Federal, State, or local laws.

### **H.2 CONDITIONS OF PERFORMANCE**

In addition to the performance requirements of this contract set forth under Section C, Description/Specifications, Work Statement, the Contractor may be required to comply with the requirements of any revisions in legislation or regulations, which may be enacted or implemented during the period of performance of this contract, and are directly applicable to the performance requirements of this contract. In the event that revisions in legislation or regulations are enacted and do impact the performance requirements of this contract, the Contractor will have an opportunity to assess the cost and schedule impacts of such revisions and will, when applicable, be provided an equitable adjustment subject to the negotiated indirect cost ceiling(s) established in the contract.

### H.3 CONFLICT OF INTEREST

- a. General: It is essential that the Contractor and the services provided to Medicare beneficiaries under this contract be free, to the greatest extent possible, of all conflicts of interest. Except as provided below, the Contracting Officer shall not enter into a contract with an offeror or maintain a contract with a Contractor that the Contracting Officer determines has, or has the potential for, an unresolved conflict of interest.
- b. Disclosure: Contractors must disclose all actual, apparent and potential conflicts of interest to the Contracting Officer during the term of the contract in accordance with paragraph H.3.d. below. The Contractor shall have programs in place to identify, evaluate and mitigate all actual, apparent and potential conflicts of interest that preclude, or would appear to preclude, the Contractor from rendering impartial assistance or advice on work performed for this contract. The Contractor's Conflict of Interest Certificate, that includes the Contractor's plan to mitigate all actual, apparent and potential conflicts of interest identified during the term of the contract and certification that all work to be performed under this contract is free of unresolved conflicts of interest will be incorporated into the contract after award.
- c. Conflict of interest identification:
  1. Definitions: As used in this subpart, the following definitions apply:
    - (a) Financial relationship means--
      - (1) A direct or indirect ownership or investment interest (including an option or nonvested interest) in any entity that exists through equity, debt, or other means and includes any indirect ownership or investment interest no matter how many levels removed from a direct interest; or
      - (2) A compensation arrangement with an entity.
    - (b) Conflict of interest--

Conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

For purposes of the AB-MAC, the activities and relationships described include those of the offeror or Contractor itself and other business related to it and those of officers, directors (including medical directors), managers, and subcontractors.

2. Identification of conflict:

- (a) The Contracting Officer determines that an offeror or Contractor has a conflict of interest, or the potential for the conflict exists, if-
  - (1) The offeror or Contractor is an entity described in paragraph H.3.c.2.c of this section; or
  - (2) The offeror or Contractor has a present, or establishes a future, direct or indirect financial relationship with an entity described in paragraph H.3.c.2.c of this section.
- (b) A financial relationship may exist either--
  - (1) Through an offeror's or Contractor's parent company, subsidiaries, affiliates, subcontractors, or current clients; or
  - (2) From the activities and relationships of the officers, directors (including medical directors), or managers of the offeror or Contractor and may be either direct or indirect. An officer, director, or manager has an indirect financial relationship if an ownership or investment interest is held in the name of another but provides benefits to the officer, director, or manager.  
  
Examples of indirect financial relationships are, but are not limited to, holdings in the name of a spouse or dependent child of the officer, director, or manager and holdings of other relatives who reside with the officer, director, or manager.
- (c) For the purpose of identifying entities with conflicts of interest above, the entity is one that-
  - (1) Would review or does review, under the contract, Medicare services furnished by a provider or supplier that is a direct competitor of the offeror or Contractor;
  - (2) Prepared work or is under contract to prepare work that would be reviewed under the AB-MAC contract;
  - (3) Is affiliated, as that term is explained in FAR 19.101, with a provider or supplier to be reviewed under the contract.
- (d) The Contracting Officer may determine that an offeror or Contractor has a conflict of interest, or the potential for a conflict exists, based on the following:

- (1) Apparent conflicts of interest. An apparent conflict of interest exists if a person believes that the offeror or Contractor would have a conflict of interest in performing the requirements of a contract under this subpart. No inappropriate action by the offeror or Contractor is necessary for an apparent conflict of interest to exist.
  - (2) Other contracts and grants with the Federal Government.
3. Exception. The Contracting Officer may contract with an offeror or Contractor that has an unresolved conflict of interest if the Contracting Officer determines that it is in the best interest of the Government to do so.
4. Offeror's or Contractor's responsibility with regard to subcontractors. An offeror or Contractor is responsible for determining whether a conflict of interest exists in any of its proposed or actual subcontractors at any tier and is responsible for ensuring that the subcontractors have mitigated any conflict of interest or potential conflict of interest. The contracting officer shall be notified of such identifications for a determination in accordance with H.3.d.3.

A Contractor shall maintain documentation necessary to support its determination that its subcontractors have mitigated any conflict or potential conflict. A Contractor may require its subcontractors to follow the procedures for identifying, evaluating and disclosing conflicts of interest and potential conflicts of interest as contained herein.

5. Post-award conflicts of interest.
  - a. In addition to the conflicts identified in this section regardless of when such conflict may arise, the Contracting Officer considers that a conflict of interest has occurred if during the term of the contract--
    - (1) The Contractor receives any fee, compensation, gift, payment of expenses, or any other thing of value from any entity that is reviewed or contacted during the normal course of performing activities under the AB-MAC contract; or
    - (2) The Contracting Officer determines that the Contractor's activities are creating a conflict of interest.
  - b. In the event the Contracting Officer determines that a conflict of interest exists during the term of the contract, the Contracting Officer may take action including, but not limited to,

- (1) Not renewing the contract for an additional term;
- (2) Modifying the contract; or
- (3) Terminating the contract.

d. Conflict of interest evaluation:

1. **Disclosure.** Offerors that wish to be eligible for the award of an AB-MAC contract under this subpart and AB-MAC contractors, must submit, at times specified in paragraph H.3.d.2. of this section, a Conflicts of Interest Certificate. The Certificate must contain the information specified in paragraphs H.3.d.1.(a) through (i) of this section as follows:
  - (a) A description of all business or contractual relationships or activities that the Contractor's compliance officer has determined could be viewed as a conflict of interest.
  - (b) A description of the methods the offeror or Contractor will apply to mitigate any situations listed in the Certificate that could be identified as a conflict of interest.
  - (c) A description of the offeror's or Contractor's program to monitor its compliance and the compliance of its proposed and actual subcontractors with the conflict of interest requirements as identified in the relevant solicitation.
  - (d) A description of the offeror's or Contractor's plans to contract with an independent auditor to conduct an annual conflict of interest audit.
  - (e) A description of all other Medicare contracts held by the Contractor, its parent company, subsidiaries or other affiliated entities.
  - (f) An affirmation, using language provided below, signed and dated by an official authorized to bind the Contractor:

I, (Name and Title), certify that to the best of my knowledge and belief: 1) I am an official authorized to bind the entity; 2) the information contained in the Conflict of Interest Certificate is true and accurate as of   (Date)  ; and 3) I understand that the Contracting Officer may consider any deception or omission in this Certificate to be grounds for nonconsideration for contract award, modification or nonrenewal or termination of the current contract, and/or other contract or legal action.



An offeror shall submit an affirmation certifying the information to be true, complete and accurate as of the date the proposal is submitted. Upon award, the Contractor shall submit an updated affirmation, if necessary, certifying the information to be true, complete and accurate as of the date of contract award.

- (g) Corporate and organizational structure.
- (h) Financial interests in other entities, including the following:
  - (1) Percentage of ownership in any other entity.
  - (2) Income generated from other sources.
  - (3) A list of current or known future contracts or arrangements, regardless of size, with any--
    - (i) Insurance organization or subcontractor of an insurance organization; or
    - (ii) Providers or suppliers furnishing health services for which payment may be made under the Medicare program.
  - (4) In the case of contracts or arrangements identified in accordance with paragraph H.3.d.1.(h)(3) of this section, the dollar amount of the contracts or arrangements, the type of work performed, and the period of performance.
- (i) The information required under paragraphs H.3.d.1.(a) and H.3.d.1.(h) of this section for all of the offeror's or Contractor's officers, directors (including medical directors), and managers who would be, or are involved with, the performance of this A/B MAC contract.

2. When disclosure is made. The Conflicts of Interest Certificate is submitted--

- (a) With the offeror's proposal;
- (b) When the Contracting Officer requests a revision in the Certificate;
- (c) Within 45 days of any change in the information submitted in accordance with paragraph H.3.d.1 of this section. The first annual certification shall be submitted on the anniversary date that the contract became fully operational and annually thereafter; and

(d) As part of the annual conflict of interest certification by an independent auditor.

3. Evaluation. The Contracting Officer evaluates conflicts of interest and potential conflicts, using the information provided in the Conflicts of Interest Certificate, and information from other sources in order to promote the effective and efficient administration of the Medicare program.

For each conflict identified, the Contracting Officer will evaluate the plan proposed to mitigate the conflict to determine if the mitigation plan will allow the Contractor to render impartial assistance or advice to the Government; or not create an unfair competitive advantage.

4. Protection of proprietary information disclosed.

- (a) CMS protects disclosed proprietary information as allowed under the Freedom of Information Act (5 U.S.C. 552).
- (b) The Contracting Officer requires signed statements from CMS personnel with access to proprietary information that prohibits personal use during the procurement process and term of the contract.

- e. Conflict of Interest Resolution: Resolution of a conflict of interest is a determination that--

- (1) The conflict has been mitigated;
- (2) The conflict precludes award of a contract to the offeror;
- (3) The conflict requires that the Contracting Officer modify an existing contract;
- (4) The conflict requires that the Contracting Officer terminate an existing contract; or
- (5) It is in the best interest of the Government to contract with the offeror or Contractor even though the conflict exists.

#### **H.4 APPROVAL OF CONTRACT ACQUIRED INFORMATION TECHNOLOGY (IT)**

- A. The Contractor must obtain the Contracting Officer's written approval prior to the acquisition of any Information Technology (IT) investments over \$50,000.00 (see FAR 2.101), for definition of IT) to ensure compatibility and successful integration with CMS's infrastructure/architecture.

B. In performance of a system life cycle development project, the Contractor must submit to the Project Officer the technical specifications for each of the following incremental phase of the projected life cycle prior to the commencement of work.

- Design and Engineering
- Development, and
- Testing

C. Upon written approval from the Contracting Officer, the Contractor shall commence work under the approved technical specification for the authorized incremental phase.

## **H.5 HEALTH INSURANCE PORTABILITY and ACCOUNTABILITY ACT of 1996 (HIPAA) BUSINESS ASSOCIATE PROVISION II**

### **Definitions:**

All terms used herein and not otherwise defined shall have the same meaning as in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA," 42 U.S.C. sec. 1320d) and the corresponding implementing regulations. Provisions governing the Contractor's duties and obligations under the Privacy Act (including data use agreements) are covered elsewhere in the contract.

"Business Associate" shall mean the Contractor.

"Covered Entity" shall mean CMS' Medicare Fee for Service program and/or Medicare's Prescription Drug Discount Care and Transitional Assistance Programs.

"Secretary" shall mean the Secretary of the Department of Health and Human Services or the Secretary's designee.

### **Obligations and Activities of Business Associate**

(a) Business Associate agrees to not use or disclose Protected Health Information ("PHI"), as defined in 45 C.F.R. § 160.103, created or received by Business Associate from or on behalf of Covered Entity other than as permitted or required by this Contract or as required by law.

(b) Business Associate agrees to use safeguards to prevent use or disclosure of PHI created or received by Business Associate from or on behalf of Covered Entity other than as provided for by this Contract. Furthermore, Business Associate agrees to use appropriate administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic protected health information ("E PHI"), as defined in 45 C.F.R. 160.103, it creates, receives, maintains or transmits on behalf of the Covered Entity to prevent use or disclosure of such E PHI.

(c) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Contract.

(d) Business Associate agrees to report to Covered Entity any use or disclosure involving PHI it receives/maintains from/on behalf of the Covered Entity that is not provided for

by this Contract of which it becomes aware. Furthermore, Business Associate agrees to report to Covered Entity any security incident involving EPHI of which it becomes aware.

(e) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through this Contract to Business Associate with respect to such information. Furthermore, Business Associate agrees to ensure that its agents and subcontractors implement reasonable and appropriate safeguards for the PHI received from or on behalf of the Business Associate.

(f) Business Associate agrees to provide access, at the request of Covered Entity, to PHI received by Business Associate in the course of contract performance, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR § 164.524.

(g) Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 CFR § 164.526 upon request of Covered Entity.

(h) Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of Covered Entity, available to Covered Entity, or to the Secretary for purposes of the Secretary determining Covered Entity's compliance with the various rules implementing the HIPAA.

(i) Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528.

(j) Business Associate agrees to provide to Covered Entity, or an individual identified by the Covered Entity, information collected under this Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528.

### **Permitted Uses and Disclosures by Business Associate**

Except as otherwise limited in this Contract, Business Associate may use or disclose PHI on behalf of, or to provide services to, Covered Entity for purposes of the performance of this Contract, if such use or disclosure of PHI would not violate the HIPAA Privacy or Security Rules if done by Covered Entity or the minimum necessary policies and procedures of Covered Entity.

### **Obligations of Covered Entity**

(a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

(c) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR §

164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

### **Permissible Requests by Covered Entity**

Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy or Security Rules.

### **Term of Provision**

(a) The term of this Provision shall be effective as of contract award, and shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.

(b) Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

(1) Provide an opportunity for Business Associate to cure the breach or end the violation consistent with the termination terms of this Contract. Covered Entity may terminate this Contract for default if the Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or

(2) Consistent with the terms of this Contract, terminate this Contract for default if Business Associate has breached a material term of this Contract and cure is not possible; or

(3) If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(c) Effect of Termination.

(1) Except as provided in paragraph (2) of this section, upon termination of this Contract, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.

(2) In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon such notice that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Contract to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

### **Miscellaneous**

(a) A reference in this Contract to a section in the Rules issued under HIPAA means the section as in effect or as amended.

(b) The Parties agree to take such action as is necessary to amend this Contract from time to time as is necessary for Covered Entity to comply with the requirements of the Rules issued under HIPAA.

- (c) The respective rights and obligations of Business Associate under paragraph (c) of the section entitled "term of Provision" shall survive the termination of this Contract.
- (d) Any ambiguity in this Contract shall be resolved to permit Covered Entity to comply with the Rules implemented under HIPAA.

## **H.6 SECTION 508 – ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY**

A. This contract is subject to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by the workforce Investment Act of 1998 (P.L. 105-220). Specifically, subsection 508(a)(1) requires that when the Federal Government procures Electronic and Information Technology (EIT), the EIT must allow Federal employees and individuals of the public with disabilities comparable access to and use of information and data that is provided to Federal employees and individuals of the public without disabilities.

B. The EIT accessibility standards at 36 CFR Part 1194 were developed by the Architectural and Transportation Barriers Compliance Board ("Access Board") and apply to contracts and task/delivery orders, awarded under indefinite quantity contracts on or after June 25, 2001.

C. Each Electronic and Information Technology (EIT) product or service furnished under this contract shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), as specified in the contract, as a minimum. If the Contracting Officer determines any furnished product or service is not in compliance with the contract, the Contracting Officer will promptly inform the Contractor in writing. The Contractor shall, without charge to the Government, repair or replace the non-compliant products or services within the period of time to be specified by the Government in writing. If such repair or replacement is not completed within the time specified, the Government shall have the following recourses:

1. Cancellation of the contract, delivery or task order, purchase or line item without termination liabilities; or
2. In the case of custom Electronic and Information Technology (EIT) being developed by a contractor for the Government, the Government shall have the right to have any necessary changes made or repairs performed by itself or by another firm for the noncompliant EIT, with the contractor liable for reimbursement to the Government for any expenses incurred thereby.

D. The contractor must ensure that all EIT products that are less than fully compliant with the accessibility standards are provided pursuant to extensive market research and are the most current compliant products or services available to satisfy the contract requirements.

E. For every EIT product or service accepted under this contract by the Government that does not comply with 36 CFR 1194, the contractor shall, at the discretion of the

Government, make every effort to replace or upgrade it with a compliant equivalent product or service, if commercially available and cost neutral, on either a contract specified refresh cycle for the product or service, or on a contract effective option/renewal date; whichever shall occur first.

## **H.7 REHABILITATION ACT, SECTION 508 ACCESSIBILITY STANDARDS**

The contractor shall comply with the Rehabilitation Act, Section 508, Accessibility Standards as referenced below.

Federal Government Standards

Rehabilitation Act, Section 508, Accessibility Standards

29 U.S.C. 794d (rehabilitation Act as amended)

36 CFR 1194 (508 standards)

**508 Standards:** <http://www.access-board.gov/sec508/standards.htm>

**Guide to Standards:** <http://www.access-board.gov/sec508/guide/index.htm>

**508 guide:** [http://cmsnet.cms.hhs.gov/hpages/cmm/dmsd/508Ref\\_Guide.doc](http://cmsnet.cms.hhs.gov/hpages/cmm/dmsd/508Ref_Guide.doc)

## **H.8 HHSAR 352.270-7 PAPERWORK REDUCTION ACT (JAN 2006)**

(a) This contract involves a requirement to collect or record information calling either for answers to identical questions from 10 or more persons other than Federal employees, or information from Federal employees which is outside the scope of their employment, for use by the Federal government or disclosure to third parties; therefore, the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (New Window) shall apply to this contract. No plan, questionnaire, interview guide or other similar device for collecting information (whether repetitive or single time) may be used without first obtaining clearance from the Office of Management and Budget (OMB). Contractors and Project Officers should be guided by the provisions of 5 CFR Part 1320 (New Window), Controlling Paperwork Burdens on the Public, and seek the advice of the HHS operating division or Office of the Secretary Reports Clearance Officer to determine the procedures for acquiring OMB clearance.

(b) The Contractor shall not expend any funds or begin any data collection until OMB Clearance is received. Once OMB Clearance is received from the Project Officer, the Contracting Officer shall provide the Contractor with written notification authorizing the expenditure of funds and the collection of data. The Contractor must allow at least 120 days for OMB clearance. Excessive delays caused by the Government which arise out of causes beyond the control and without the fault or negligence of the Contractor will be considered in accordance with the Excusable Delays or Default clause of this contract.

## **H.9 WAGE DETERMINATION**

**WD 2005-2003, Revision No. 6, dated 05/29/2008 (Birmingham, Alabama)**

## **H.10 INDEMNIFICATION**

- A. In the event the Contractor or any of its directors, officers, employees, or other persons who are engaged or retained by the Contractor to participate directly in the claims administration process are made parties to any judicial or administrative proceeding arising, in whole or in part, out of any functions under this contract in connection with any claims for benefits under Title XVIII of the Social Security Act by any individual entitled to such benefits or his assignee or provider of services, then the Secretary shall, to the extent permitted by law and this contract, indemnify the Contractor for all judgments, settlements, awards, and costs, in favor of such individual or his assignee or provider of services, incurred by the Contractor (or any of its directors, officers, or employees, or other persons who are engaged or retained by the Contractor to participate directly in the claims administration process) in connection therewith to the extent that such judgments, settlements, awards and costs relate to the Contractor's performance of its functions under the contract. Further, any reasonable administrative expenses directly or indirectly incurred by the Contractor (or any of its directors, officers, or employees, or by other persons who are engaged or retained by the Contractor to participate directly in the claims administration process) in connection with proceedings described in the preceding sentence, shall be reimbursable, to the extent permitted by law and this contract. Nothing in this paragraph shall be construed to permit the payment of costs not otherwise allowable, reasonable, or allocable under Part 31 of the Federal Acquisition Regulations.
- B. The Secretary shall not provide indemnification for judgments, settlements, awards, or costs under paragraph A, and the Secretary shall not reimburse expenses as provided for in paragraph A, insofar as the liability for such judgment, settlement, award, or costs arises directly from conduct on the part of the Contractor determined by judicial proceedings or the agency making the award to be criminal in nature, fraudulent, or grossly negligent. In the event that a judicial or administrative proceeding described in paragraph results in a judgment, settlement, award or claim for costs against the Contractor, but makes no explicit finding regarding the degree of culpability of the Contractor, the Secretary shall not provide indemnification under paragraph A if the CMS contracting officer makes a written determination that the Contractor's conduct was criminal in nature, fraudulent, or grossly negligent.
- C. If indemnification is provided by the Secretary with respect to the Contractor under paragraph A before a determination is made under paragraph B that the Contractor's conduct was criminal in nature, fraudulent, or grossly negligent, the Contractor shall reimburse the United States within thirty days of such determination (or earlier if another date is ordered by a judicial or administrative proceeding described in paragraph A) for the amount of any indemnification paid by the United States in the discharge of the Secretary's obligations under paragraph A; provided, however, the Contractor shall not be required to reimburse the United States that portion of an award or judgment directly attributable to an allowable program benefit under Title XVIII of the Social Security Act.



- D. In the event the Contractor (or any of its directors, officers, employees or other persons who are engaged or retained by the Contractor to participate directly in the claims administration process) is a party to any judicial or administrative proceeding described in paragraph A above, and proposes to negotiate a settlement or compromise of such proceeding prior to final judicial or administrative determination, the Contractor must first obtain the prior written approval of the CMS contracting officer.
- E. Any indemnification under paragraph A above with respect to amounts paid under a settlement or compromise of a proceeding described in such paragraph are conditioned upon prior written approval by the CMS contracting officer of the final settlement or compromise. Administrative expenses (including expenses for outside counsel) which are incurred in connection with any settlement or compromise of any proceeding described in paragraph A shall only be reimbursable if such settlement was entered into with the prior written approval of the CMS contracting officer.
- F. The availability of indemnification under paragraph A does not extend to judgments, settlements, awards, or costs relating to judicial or administrative proceedings against the Contractor (or any of its directors, officers, employees, or other persons who are engaged or retained by the Contractor to participate directly in the claims administration process) that do not arise from or relate to the functions of the Contractor under this contract (and which have no connection with claims for benefits under Title XVIII of the Social Security Act by any individual entitled to such benefits or his assignee or provider of services) or that arise from or relate to a violation of federal, state or local laws (except for that portion of any such judgment, settlement, award, or cost directly attributable to an allowable program benefit under Title XVIII of the Social Security Act).
- G. If any judicial or administrative proceeding described in paragraph A is initiated against the Contractor (or any of its directors, officers, employees, or other persons engaged or retained by the Contractor to participate directly in the claims administration process), the Contractor shall promptly notify the CMS contracting officer and the Office of General Counsel, Department of Health & Human Services as to the nature and venue of the proceeding. The Contractor shall cooperate fully and promptly with all requests for documents and assistance from CMS, such Office of General Counsel, the Department of Justice and any other agency operating within its lawful authority in connection with the investigation or defense of such proceeding.
- H. If the Contractor wishes to engage outside counsel in connection with the defense of a proceeding described in this provision, the Contractor shall notify the CMS contracting officer. The Contractor shall obtain the prior written approval of the CMS contracting officer for all expenses related to such outside counsel.
- I. The United States, at its sole discretion, may intervene as the party of interest and undertake the defense of any proceeding described in paragraph A. Notwithstanding any such action by the United States, the Contractor shall be reimbursed for outside

counsel expenses if reasonable and allowable in accordance with FAR Part 31, and approved in accordance with paragraph H.

- J. The full extent of indemnification and reimbursement under this provision for any judgments, settlements, awards, and costs shall be limited to five million dollars (\$5,000,000) per proceeding, unless and until this contract is modified; provided, however, this limitation shall not apply to that portion of any judgment, settlement, award or cost directly attributable to an allowable program benefit under Title XVIII of the Social Security Act.

#### **H.11 DISCLOSURE OF INFORMATION**

The Contractor shall establish and maintain procedures and controls for the purpose of assuring that information contained in its records and obtained from CMS or from others in carrying out functions under this contract will be used by it and disclosed solely as provided in section 1106 of the Social Security Act and its implementing regulations (42 CFR Part 401, subpart B).

#### **H.12 PARTICIPATION IN DEMONSTRATIONS**

The Contractor shall, at the written request and approval of the Contracting Officer, engage or participate in statistical and research studies pertinent to the program under Parts A and B of Title XVIII of the Social Security Act as the Contracting Officer deems necessary. The Changes – Cost Reimbursement clause of this contract (FAR 52.243-2) shall apply to such activities.

#### **H.13 SEPARATION OF CERTIFICATION AND DISBURSEMENT RESPONSIBILITIES**

As a critical element of the system of internal controls required pursuant to this Contract (see C.5.3.8), the Contractor shall establish and maintain adequate procedures and controls to insure that any Medicare benefit payments pursuant to Title XVIII of the Social Security Act and this contract are made only upon proper certification (or authorization). In establishing and maintaining such procedures, the Contractor shall provide for separation of the functions of certification and disbursement. As one element of fulfilling the requirements of the preceding two sentences, the Contractor shall designate one or more individuals to be accountable for the authorizing of Medicare benefit payments (and the certification as to their accuracy). The Contractor shall also designate one or more individuals (who shall not authorize or certify payments) to be accountable for the proper disbursement of such payments. The Contractor shall provide the Contracting Officer with a list of such designated certifying and disbursing officers prior to making any Medicare benefit payments, and should any such officers be unable to continue performing their responsibilities during the term of this contract (including all option periods), the Contractor shall promptly designate a replacement officer (or officers) and notify the Contracting Officer as to the identity of such replacement(s).

#### **H.14 FIDELITY BONDS**

Upon the written request of the Contracting Officer, the Contractor shall give a fidelity bond to the United States in such manner and in such amount as the Contracting Officer may deem appropriate. The expense of such bond (if required) shall be allowable, to the extent reasonable and allocable in accordance with Part 31 of the Federal Acquisition Regulation.

#### **H.15 LIABILITY FOR MEDICARE BENEFIT PAYMENTS – CERTIFYING OFFICER**

No individual designated pursuant to this contract as a certifying officer shall, in the absence of the reckless disregard of the individual's obligations or the intent by that individual to defraud the United States, be liable with respect to any payment certified by the individual pursuant to this contract. Nothing in the preceding sentence shall be construed to limit liability for conduct that would constitute a violation of sections 3729 through 3731 of Title 31, United States Code.

#### **H.16 LIABILITY FOR MEDICARE BENEFIT PAYMENTS – DISBURSING OFFICER**

No disbursing officer designated pursuant to this contract shall, in the absence of the reckless disregard of the officer's obligations or the intent by that officer to defraud the United States, be liable with respect to any payments made by such officer under this contract if it was based upon an authorization (which meets the applicable requirements for such internal controls established by the Comptroller General of the United States) of a certifying officer designated pursuant to this contract. Nothing in the preceding sentence shall be construed to limit liability for conduct that would constitute a violation of sections 3729 through 3731 of Title 31, United States Code.

#### **H.17 LIABILITY FOR MEDICARE BENEFIT PAYMENTS – MEDICARE ADMINISTRATIVE CONTRACTOR**

The Contractor shall not be liable to the United States for a payment by a certifying and disbursing officer unless, in connection with such payment, the Contractor acted with reckless disregard of its obligations under this contract or with intent to defraud the United States. Nothing in the preceding sentence shall be construed to limit liability for conduct that would constitute a violation of sections 3729 through 3731 of Title 31, United States Code.

#### **H.18 LIABILITY FOR UNCOLLECTED OVERPAYMENTS**

No certifying officer or disbursing officer shall be held liable for any amount certified or paid by such officer under this contract to any provider of services or other person where adjustment or recovery of such amount (as authorized by section 1870 of the Social Security Act, 42 United States Code 1395gg and this contract) is waived pursuant to such section 1870(c) or where adjustment authorized under section 1870(b) is not

completed prior to the death of all persons against whose benefits such adjustment is authorized.

## **H.19 RECORD RETENTION**

The Contractor is responsible for records retention as defined in the Internet Only Manuals - IOM Pub 100-01, Chapter 7, Section 30 Files Maintenance. The section regarding Records Retention can be found at:

<http://www.cms.hhs.gov/manuals/downloads/ge101c07.pdf>

## **H.20 REPORTABLE EVENTS**

The Contractor shall report to the CMS Contracting Officer and the CMS Project Officer whenever a known, probable or suspected reportable event, as defined below, is discovered. Reports to CMS shall be in accordance with the procedures set forth below.

- A. Definition of "Reportable Event." A "Reportable Event" means anything that involves the following: (1) a matter that a reasonable person would consider a violation of criminal, civil or administrative laws applicable to any Medicare contract or Federal health care program; or (2) integrity violations, including any known, probable or suspected violation of any Medicare contract term or provision. A reportable event may be the result of an isolated event or a series of occurrences. Reportable events that are subject to reporting under these procedures include reportable events that occur at the Contractor or any of its subcontractors, consultants, vendors or agents.
- B. If the Contractor discovers, through any means, a known, probable or suspected reportable event, the Contractor shall provide to CMS an initial written report within 30 calendar days of discovering the reportable event. Within 45 calendar days of the date of the initial report, the Contractor shall provide to CMS a written final investigative report on the reportable event. If the Contractor is unable to complete its investigation within this 45-day period, the Contractor shall provide to CMS a written request for an extension of time to complete its investigation and submit its final written investigative report. The request for an extension of time must specify the reasons for the request and a proposed new due date for the final written investigative report. The Contractor shall submit its written final investigative report by this new due date, unless the CMS contracting officer specifies another due date in writing.
- C. The Contractor's initial written report shall include the following information:
  - (1) If the reportable event is the result of a known, probable or suspected violation of criminal, civil or administrative law or a violation of a Medicare contract term or provision, the report shall describe the reportable event with as much specificity as possible, including the following:
    - (i) The law, regulation or contract term implicated.
    - (ii) The persons involved and the department(s) within the Contractor's operation that are affected.

- (iii) The time period of the reportable event.
  - (iv) A determination as to the extent that the reportable event has affected, or is affecting performance under the contract.
  - (v) Any corrective action taken, or intended to be taken, by the Contractor.
- (2) If the reportable event results in a significant overpayment, relating to either the Medicare Trust Funds or contractual administrative costs, the report must describe the overpayment with as much specificity as possible as of the time of the due date for the submission of the report, including the following:
- (i) The amount of the overpayment. If the overpayment has not been quantified, the contractor must provide its best estimate of the amount of the overpayment.
  - (ii) The nature of the overpayment and the reason for the overpayment.
  - (iii) The time period of the overpayment.
  - (iv) Any corrective action taken, or intended to be taken, by the Contractor.
  - (v) The Contractor's plan to recover or repay the overpayment in accordance with the requirements of law, regulation, and this contract relating to Medicare Trust Fund payments and contractual administrative costs (whichever may apply in the particular case).

D. The final written report shall include the following information:

- (1) The report shall address all the required information for the initial written report, as described above.
  - (2) A statement as to whether the Contractor considered changing any policies and procedures or retraining its employees to prevent the recurrence of this or other similar reportable events. If policies and procedures were changed, or retraining occurred, or will occur, the Contractor shall describe the changes and/or the training that has been done or will be done in the future.
  - (3) A corrective action plan prepared in accordance with CMS policies and procedures.
  - (4) A statement that the Contractor's internal investigative file on the reportable event is available to CMS for audit, inspection or reproduction.
  - (5) The name(s) of the person(s) who conducted the investigation.
- E. The Contractor shall submit its initial and final written reports, as well as any request for extension of due dates for such reports under this provision, to the Contracting Officer, the Project Officer, the CMS Compliance Officer and/or their designees.

## **H.21 WORK PERFORMED OUTSIDE THE UNITED STATES AND ITS TERRITORIES**

The contractor, and its subcontractors, shall not perform any activities under this contract at a location outside the United States without the prior written approval of the Contracting Officer. In making a decision to authorize the performance of work outside the United States, the Contracting Officer will consider the following factors, including but not limited to:

1. All contract terms regarding system security
2. All contract terms regarding the confidentiality and privacy requirements for information and data protection
3. All contract terms that are otherwise relevant, including the provisions of the statement of work
4. Corporate compliance
5. All laws and regulations applicable to the performance of work outside the United States
6. The best interests of the United States

In order to secure the Contracting Officer's authorization to perform work outside the United States, the contractor must demonstrate that the performance of work outside the United States satisfies all of the above factors. If, in the Contracting Officer's judgment, the above factors are not fully satisfied, the performance of work outside the United States will not be authorized.

In preparing a proposal to meet this requirement, particular attention should be given to:

- |          |                                |
|----------|--------------------------------|
| C.5.4.3  | Security                       |
| C.5.4.11 | Compliance Program             |
| H.1      | Confidentiality of Information |
| H.5      | HIPAA                          |

## **H.22 SYSTEMS OF RECORDS**

The Privacy Act of 1974, Public Law 93-579, and the Regulations and General Instructions issued by the Secretary pursuant thereto, are applicable to this contract, and to all subcontractors there under to the extent that the design, development, operation or maintenance of a system of records as defined in the Privacy Act is involved. The following system of records will be applicable to this contract and made available to the Contractor:

Carrier Medicare Claims Record (CMC)  
System Record Number: 09-70-0501 (PDF, 69KB)

Intermediary Medicare Claims Record  
System Record Number: 09-70-0503 (PDF, 64KB)

Common Working File (CWF)  
System Record Number: 09-70-0526 (PDF, 69KB)

Intern and Resident Information System (IRIS)  
System Record Number: 09-70-0524 (PDF, 55KB)

Provider Enrollment Chain and Ownership System (PECOS)  
System Record Number: 09-70-0532 (PDF, 55KB)

Fiscal Intermediary Shared System (FISS)  
System Record Number: 09-70-0503

Medicare Multi-Carrier Claims System (MCS)  
System Record Number: 09-70-0501

## **H.23 SECURITY CLAUSE -BACKGROUND - INVESTIGATIONS FOR CONTRACTOR PERSONNEL**

### **Security Clause -Background - Investigations for Contractor Personnel**

If applicable, Contractor personnel performing services for CMS under this contract, task order or delivery order shall be required to undergo a background investigation. CMS will initiate and pay for any required background investigation(s).

After contract award, the CMS Project Officer (PO) and the Security and Emergency Management Group (SEMG), with the assistance of the Contractor, shall perform a position-sensitivity analysis based on the duties contractor personnel shall perform on the contract, task order or delivery order. The results of the position-sensitivity analysis will determine first, whether the provisions of this clause are applicable to the contract and second, if applicable, determine each position's sensitivity level (i.e., high risk, moderate risk or low risk) and dictate the appropriate level of background investigation to be processed. Investigative packages may contain the following forms:

1. SF-85, Questionnaire for Non-Sensitive Positions, 09/1995
2. SF-85P, Questionnaire for Public Trust Positions, 09/1995
3. OF-612, Optional Application for Federal Employment, 12/2002
4. OF-306, Declaration for Federal Employment, 01/2001
5. Credit Report Release Form
6. FD-258, Fingerprint Card, 5/99, and
7. CMS-730A, Request for Physical Access to CMS Facilities (NON-CMS ONLY), 11/2003.

The Contractor personnel shall be required to undergo a background investigation commensurate with one of these position-sensitivity levels:

### **1) High Risk (Level 6)**

Public Trust positions that would have a potential for exceptionally serious impact on the integrity and efficiency of the service. This would include computer security of a major automated information system (AIS). This includes positions in which the incumbent's actions or inaction could diminish public confidence in the integrity, efficiency, or effectiveness of assigned government activities, whether or not actual damage occurs, particularly if duties are especially critical to the agency or program mission with a broad scope of responsibility and authority.

Major responsibilities that would require this level include:

- a. development and administration of CMS computer security programs, including direction and control of risk analysis and/or threat assessment;
- b. significant involvement in mission-critical systems;
- c. preparation or approval of data for input into a system which does not necessarily involve personal access to the system but with relatively high risk of causing grave damage or realizing significant personal gain;
- d. other responsibilities that involve relatively high risk of causing damage or realizing personal gain;
- e. policy implementation;
- f. higher level management duties/assignments or major program responsibility; or
- g. independent spokespersons or non-management position with authority for independent action.

### **2) Moderate Risk (Level 5)**

Level 5 Public Trust positions include those involving policymaking, major program responsibility, and law enforcement duties that are associated with a "Moderate Risk." Also included are those positions involving access to or control of unclassified sensitive, proprietary information, or financial records, and those with similar duties through which the incumbent can realize a significant personal gain or cause serious damage to the program or Department.

Responsibilities that would require this level include:

- a. the direction, planning, design, operation, or maintenance of a computer system and whose work is technically reviewed by a higher authority at the High Risk level to ensure the integrity of the system;
- b. systems design, operation, testing, maintenance, and/or monitoring that are carried out under the technical review of a higher authority at the High Risk level;
- c. access to and/or processing of information requiring protection under the Privacy Act of 1974;
- d. assists in policy development and implementation;
- e. mid-level management duties/assignments;
- f. any position with responsibility for independent or semi-independent action; or
- g. delivery of service positions that demand public confidence or trust.



### **3) Low Risk (Level 1)**

Positions having the potential for limited interaction with the agency or program mission, so the potential for impact on the integrity and efficiency of the service is small. This includes computer security impact on AIS.

The Contractor shall submit the investigative package(s) to SEMG within three (3) days after being advised by the SEMG of the need to submit packages. Investigative packages shall be submitted to the following address:

Centers for Medicare & Medicaid Services  
Office of Operations Management  
Security and Emergency Management Group  
Mail Stop SL-13-15  
7500 Security Boulevard  
Baltimore, Maryland 21244-1850

The Contractor shall submit a copy of the transmittal letter to the Contracting Officer (CO).

Contractor personnel shall submit a CMS-730A (Request for Badge) to the SEMG (see link under 7. CMS-730A above). The Contractor and the PO shall obtain all necessary signatures on the CMS-730A prior to any Contractor employee arriving for fingerprinting and badge processing.

The Contractor must appoint a Security Investigation Liaison as a point of contact to resolve any issues of inaccurate or incomplete form(s). Where personal information is involved, SEMG may need to contact the contractor employee directly. The Security Investigation Liaison may be required to facilitate such contact.

SEMG will fingerprint contractor personnel and send their completed investigative package to the Office of Personnel Management (OPM). OPM will conduct the background investigation. Badges will not be provided by SEMG until acceptable fingerprint results are received; until then the contractor employee will be considered an escorted visitor. The Contractor remains fully responsible for ensuring contract, task order or delivery order performance pending completion of background investigations of contractor personnel.

SEMG shall provide written notification to the CO with a copy to the PO of all suitability decisions. The PO shall then notify the Contractor in writing of the approval of the Contractor's employee(s), at that time the Contractor's employee(s) will receive a permanent identification badge. Contractor personnel who the SEMG determines to be ineligible may be required to cease working on the contract immediately.

The Contractor shall report immediately in writing to SEMG with copies to the CO and the PO, any adverse information regarding any of its employees that may impact their ability to perform under this contract, task order or delivery order. Reports should be

based on reliable and substantiated information, not on rumor or innuendo. The report shall include the contractor employee's name and social security number, along with the adverse information being reported.

Contractor personnel shall be provided an opportunity to explain or refute unfavorable information found in an investigation to SEMG before an adverse adjudication is made. Contractor personnel may request, in writing, a copy of their own investigative results by contacting:

Office of Personnel Management  
Freedom of Information  
Federal Investigations Processing Center  
PO Box 618  
Boyers, PA 16018-0618.

The Contractor must immediately provide written notification to SEMG (with copies to the CO and the PO) of all terminations or resignations of Contractor personnel working on this contract, task order or delivery order. The Contractor must also notify SEMG (with copies to the CO and the PO) when a Contractor's employee is no longer working on this contract, task order or delivery order.

At the conclusion of the contract, task order or delivery order and at the time when a contractor employee is no longer working on the contract, task order or delivery order due to termination or resignation, all CMS-issued parking permits, identification badges, access cards, and/or keys must be promptly returned to SEMG. Contractor personnel who do not return their government-issued parking permits, identification badges, access cards, and/or keys within 48 hours of the last day of authorized access shall be permanently barred from the CMS complex and subject to fines and penalties authorized by applicable federal and State laws.

#### Work Performed Outside the United States and its Territories

The contractor, and its subcontractors, shall not perform any activities under this contract at a location outside of the United States, including the transmission of data or other information outside the United States, without the prior written approval of the Contracting Officer. The factors that the Contracting Officer will consider in making a decision to authorize the performance of work outside the United States include, but are not limited to the following:

1. All contract terms regarding system security.
2. All contract terms regarding the confidentiality and privacy requirements for information and data protection.
3. All contract terms that are otherwise relevant, including the provisions of the statement of work.
4. Corporate compliance.
5. All laws and regulations applicable to the performance of work outside the United States.
6. The best interest of the United States.

In requesting the Contracting Officer's authorization to perform work outside the United States, the contractor must demonstrate that the performance of the work outside the United States satisfies all of the above factors. If, in the Contracting Officer's judgment, the above factors are not fully satisfied, the performance of work outside the United States will not be authorized. Any approval to employ or outsource work outside of the United States must have the concurrence of the CMS SEMG Director or designee.

## **H.24 CODE OF CONDUCT**

### **A. SMOKING**

Effective June 9, 2004, smoking is not permitted anywhere on the CMS single site campus. This includes all areas outside the building, such as off-site facility, entranceways, sidewalks and parking areas. Smoking will not be permitted anywhere in Regional Offices or Washington, D.C. Office locations unless permitted by GSA guidelines or local landlord requirements. Contractor employees are subject to the same restrictions as government personnel. Fines up to \$50 per occurrence will be issued and enforced by the Federal Protective Service.

### **B. DRESS**

The preferred dress codes at CMS facilities are professional attire, business attire or business casual attire.

## **H.25 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE**

In accordance with the past performance requirements of the FAR, CMS shall require the contractor to register with the National Institutes of Health (NIH) Contractor Performance System (CPS). The database allows for the electronic collection, maintenance and dissemination of contractor performance information.

### **a. Contractor Performance Evaluations**

Interim, annual, and final evaluations of contractor performance will be prepared on this contract in accordance with FAR 42.15. The final performance evaluation will be prepared at the time of completion of work. At the discretion of the Contracting Officer, interim evaluations should be considered. Annual evaluations shall be prepared to coincide with the anniversary date of the contract.

A copy of all evaluations should be provided to the Contractor as soon as practicable after completion of the annual and final evaluation. The Contractor will be permitted thirty (30) days to review the document and to submit additional information or a rebutting statement. Any disagreement between the parties regarding an evaluation will be referred to the Deputy Director, Acquisition and Grants Group, whose decision will be final.

Copies of the evaluation, contractor responses, and review comments, if any, will be retained as part of the contract file, and will be used to support future award decisions.

b. Electronic Access to Contractor Performance Evaluations

Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address: <https://cpscontractor.nih.gov>.

To register, simply logon and click on the "Register Here" link. This site provides instructions on how to register and offers computer-based training for contractors through the "CPS Contractor On-Line Training" hyperlink. There is no fee for registration or use of this system. Electronic evaluations are available to registered contractors for review 30 days from the date the evaluation is sent.

The registration process requires the contractor to identify an individual that will serve as a primary contact and who will be authorized access to the evaluation for review and comment. In addition, the contractor will be required to identify an alternate contact who will be responsible for notifying the cognizant contracting official in the event the primary contact is unavailable to process the evaluation within the required 30-day time frame.

**H.26 PRIVACY ACT 'SYSTEMS NOTICE'**

The contractor will be required to sign a Privacy Act notice when they apply for a CMS user ID for CMS Data Center access.

**H.27 PUBLICITY**

Any news release, public announcement, advertisement, or publicity proposed to be released by the Contractor or subcontractor will be subject to the written approval of CMS prior to release.

**H.28 CMS INFORMATION SECURITY CLAUSE**

This clause applies to all organizations which possess or use Federal information, or which operate, use or have access to Federal information systems (whether automated or manual), on behalf of CMS.

The central tenet of the CMS Information Security (IS) Program is that all CMS information and information systems shall be protected from unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft—whether accidental or intentional. The security safeguards to provide this protection shall be risk-based and business-driven with implementation achieved through a multi-layered security structure. All information access shall be limited based on a least-privilege approach and a need-to-know basis, i.e., authorized user access is only to information necessary in the performance of required tasks. Most of CMS' information relates to the health care provided to the nation's Medicare and Medicaid

beneficiaries, and as such, has access restrictions as required under legislative and regulatory mandates.

The CMS IS Program has a two-fold purpose:

- (1) To enable CMS' business processes to function in an environment with commensurate security protections, and
- (2) To meet the security requirements of federal laws, regulations, and directives.

The principal legislation for the CMS IS Program is Public Law (P.L.) 107-347, Title III, *Federal Information Security Management Act of 2002 (FISMA)*, <http://csrc.nist.gov/drivers/documents/FISMA-final.pdf>. FISMA places responsibility and accountability for IS at all levels within federal agencies as well as those entities acting on their behalf. FISMA directs Office of Management and Budget (OMB) through the Department of Commerce, National Institute of Standards and Technology (NIST), to establish the standards and guidelines for federal agencies in implementing FISMA and managing cost-effective programs to protect their information and information systems. As a contractor acting on behalf of CMS, this legislation requires that **the Contractor shall**:

- Establish senior management level responsibility for IS,
- Define key IS roles and responsibilities within their organization,
- Comply with a minimum set of controls established for protecting all Federal information, and
- Act in accordance with CMS reporting rules and procedures for IS.

Additionally, the following laws, regulations and directives and any revisions or replacements of same have IS implications and are applicable to all CMS contractors.

- P.L. 93-579, *The Privacy Act of 1974*, <http://www.usdoj.gov/oip/privstat.htm> , (as amended);
- P.L. 99-474, *Computer Fraud & Abuse Act of 1986*, [www.usdoj.gov/criminal/cybercrime/ccmanual/01ccma.pdf](http://www.usdoj.gov/criminal/cybercrime/ccmanual/01ccma.pdf) P.L. 104-13, *Paperwork Reduction Act of 1978*, as amended in 1995, U.S. Code 44 Chapter 35, [www.archives.gov/federal-register/laws/paperwork-reduction](http://www.archives.gov/federal-register/laws/paperwork-reduction);
- P.L. 104-208, *Clinger-Cohen Act of 1996* (formerly known as the Information Technology Management Reform Act), [http://www.cio.gov/Documents/it management reform act Feb 1996.html](http://www.cio.gov/Documents/it%20management%20reform%20act%20Feb%201996.html);
- P.L. 104-191, *Health Insurance Portability and Accountability Act of 1996* (formerly known as the Kennedy-Kassenbaum Act) <http://aspe.hhs.gov/admnsimp/pl104191.htm>;
- OMB Circular No. A-123, *Management's Responsibility for Internal Control*, December 21, 2004, [http://www.whitehouse.gov/omb/circulars/a123/a123\\_rev.html](http://www.whitehouse.gov/omb/circulars/a123/a123_rev.html);
- OMB Circular A-130, *Management of Federal Information Resources*, Transmittal 4, November 30, 2000, <http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>;

- NIST standards and guidance, <http://csrc.nist.gov/>; and,
- Department of Health and Human Services (DHHS) regulations, policies, standards and guidance <http://www.hhs.gov/policies/index.html>

These laws and regulations provide the structure for CMS to implement and manage a cost-effective IS program to protect its information and information systems. Therefore, **the Contractor shall** monitor and adhere to all IT policies, standards, procedures, directives, templates, and guidelines that govern the CMS IS Program, <http://www.cms.hhs.gov/informationsecurity> and the CMS System Lifecycle Framework, <http://www.cms.hhs.gov/SystemLifecycleFramework>.

**The Contractor shall** comply with the CMS IS Program requirements by performing, but not limited to, the following:

- Implement their own IS program that adheres to CMS IS policies, standards, procedures, and guidelines, as well as industry best practices;
- Participate and fully cooperate with CMS IS audits, reviews, evaluations, tests, and assessments of contractor systems, processes, and facilities;
- Provide upon request results from any other audits, reviews, evaluations, tests and/or assessments that involve CMS information or information systems;
- Report and process corrective actions for all findings, regardless of the source, in accordance with CMS procedures;
- Document its compliance with CMS security requirements and maintain such documentation in the systems security profile;
- Prepare and submit in accordance with CMS procedures, an incident report to CMS of any suspected or confirmed incidents that may impact CMS information or information systems; and
- Participate in CMS IT information conferences as directed by CMS.

**If the contractor believes that an updated IS-related requirement posted to the CMS website may result in a significant cost impact, the contractor may submit a request for equitable cost adjustment before implementing change.**

## **SECTION I - CONTRACT CLAUSES**

### **I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

#### **a) The following general clauses are applicable:**

- 52.202-1 DEFINITIONS (JUL 2004)
- 52.203-3 GRATUITIES (APR 1984)
- 52.203-5 COVENANT AGAINST CONTINGENT FEES (APR 1984)
- 52.203-6 RESTRICTIONS ON SUBCONTRACT OR SALES TO THE GOVERNMENT (SEP 2006)
- 52.203-7 ANTI-KICKBACK PROCEDURES (JUL 1995)
- 52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
- 52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
- 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2007)
- 52.203-12 LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)
- 52.204-4 PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER. (AUG 2000)
- 52.204-7 CENTRAL CONTRACTOR REGISTRATION (APR 2008)
- 52.209-6 PROTECTING THE GOVERNMENTS INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (SEP 2006)
- 52.215-2 AUDIT AND RECORDS--NEGOTIATION (JUN 1999)
- 52.215-6 PLACE OF PERFORMANCE (OCT 1997)

- 52.215-8 ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT (OCT 1997)
- 52.215-10 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA (OCT 1997)
- 52.215-11 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA -- MODIFICATIONS (OCT 1997)
- 52.215-12 SUBCONTRACTOR COST OR PRICING DATA (OCT 1997)
- 52.215-13 SUBCONTRACTOR COST OR PRICING DATA -- MODIFICATIONS (OCT 1997)
- 52.215-15 PENSION ADJUSTMENTS AND ASSET REVERSIONS (OCT 2004)
- 52.215-17 WAIVER OF FACILITIES OF CAPITAL COST OF MONEY (OCT 1997)
- 52.215-18 REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS (JUL 2005)
- 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) ALTERNATE IV (OCT 1997)
- 52.215-21 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA -- MODIFICATIONS (OCT 1997)
- 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)
- 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)
- 52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (JUL 2005)
- 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)
- 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (APR 2008), ALTERNATE II (OCT 2001)
- 52.219-16 LIQUIDATED DAMAGES-SUBCONTRACTING PLAN (JAN 1999)
- 52.222-3 CONVICT LABOR (JUN 2003)
- 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
- 52.222-26 EQUAL OPPORTUNITY (MAR 2007)



- 52.222-35 EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (SEP 2006)
- 52.222-36 AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)
- 52.222-37 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (SEP 2006)
- 52.222-41 SERVICE CONTRACT ACT OF 1965, AS AMENDED (NOV 2007)
- 52.222-49 SERVICE CONTRACT ACT – PLACE OF PERFORMANCE UNKNOWN (MAY 1989)
- 52.223-6 DRUG-FREE WORKPLACE (MAY 2001)
- 52.223-14 TOXIC CHEMICAL RELEASE REPORTING (AUG 2003)
- 52.224-1 PRIVACY ACT NOTIFICATION (APR 1984)
- 52.224-2 PRIVACY ACT (APR 1984)
- 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
- 52.227-2 NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT (DEC 2007)
- 52.227-13 PATENT RIGHTS – OWNERSHIP BY THE GOVERNMENT (DEC 2007)
- 52.227-14 RIGHTS IN DATA – GENERAL (DEC 2007)
- 52.227-17 RIGHTS IN DATA – SPECIAL WORKS (DEC 2007)
- 52.227-23 RIGHTS TO PROPOSAL DATA (TECHNICAL) (JUN 1987)
- 52.230-2 COST ACCOUNTING STANDARDS (OCT 2008)
- 52.230-3 DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES (OCT 2008)
- 52.230-6 ADMINISTRATION OF COST ACCOUNTING STANDARDS (MAR 2008)
- 52.232-17 INTEREST (OCT 2008)
- 52.232-23 ASSIGNMENT OF CLAIMS (JAN 1986)
- 52.232-25 PROMPT PAYMENT (OCT 2008) – ALTERNATE 1 (FEB 2002)

- 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION (OCT 2003)
- 52.233-1 DISPUTES (JUL 2002) -- ALTERNATE I (DEC 1991)
- 52.233-3 PROTEST AFTER AWARD (AUG 1996) ALTERNATE I (JUNE 1985)
- 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
- 52.237-3 CONTINUITY OF SERVICES (JAN 1991)
- 52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (OCT 1997)
- 52.239-1 PRIVACY OR SECURITY SAFEGUARDS (AUG 1996)
- 52.242-13 BANKRUPTCY (JUL 1995)
- 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (DECEMBER 2008)
- 52.246-25 LIMITATION OF LIABILITY - SERVICES (FEB 1997)
- 52.248-1 VALUE ENGINEERING (FEB 2000)
- 52.251-1 GOVERNMENT SUPPLY SOURCES (APR 1984)
- 52.252-4 ALTERATIONS IN CONTRACT (APR 1984)
- 52.253-1 COMPUTER GENERATED FORMS (JAN 1991)
- 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)

**b) The following clauses are applicable to cost reimbursement contracts:**

- 52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006)
- 52.216-7 ALLOWABLE COST AND PAYMENT (DEC 2002)
- 52.216-8 FIXED FEE (MAR 1997)
- 52.232-20 LIMITATION OF COST (APR 1984)
- 52.242-1 NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)
- 52.242-3 PENALTIES FOR UNALLOWABLE COSTS (MAY 2001)
- 52.242-4 CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)

- 52.243-2 CHANGES – COST-REIMBURSEMENT (AUG 1987) – ALTERNATE II (APR 1984)
- 52.243-6 CHANGE ORDER ACCOUNTING (APR 1984)
- 52.243-7 NOTIFICATION OF CHANGES (APR 1984)
- 52.244-2 SUBCONTRACTS (JUN 2007) – ALT I (JUN 2007)
- 52.244-5 COMPETITION IN SUBCONTRACTING (DEC 1996)
- 52.245-1 GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (JUN 2007)
- 52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATIONS SERVICES (JUN 2007)
- 52.245-9 USES AND CHARGES (JUN 2007)
- 52.249-6 TERMINATION (COST-REIMBURSEMENT) (MAY 2004)
- 52.249-14 EXCUSABLE DELAYS (APR 1984)

## **I.2 DEPARTMENT OF HEALTH & HUMAN SERVICES ACQUISITION REGULATIONS (HHSAR)**

- 352.202-1 DEFINITIONS – ALTERNATE (h) (JAN 2006)
- 352.216-72 ADDITIONAL COST PRINCIPLES (JAN 2006)
- 352.228-7 INSURANCE – LIABILITY TO THIRD PERSONS (DEC 1991)
- 352.232-9 WITHHOLDING OF CONTRACT PAYMENTS (JAN 2006)
- 352.233-70 LITIGATION AND CLAIMS (JAN 2006)
- 352.242-71 FINAL DECISIONS ON AUDIT FINDINGS (APR 1984)
- 352.270-1 ACCESSIBILITY OF MEETINGS, CONFERENCES, AND SEMINARS TO PERSONS WITH DISABILITIES (JAN 2001)
- 352.270-4 PRICING OF ADJUSTMENTS (JAN 2001)
- 352.270-6 PUBLICATION AND PUBLICITY (JAN 2006)

### **I.3 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)**

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

### **I.4 52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)**

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed [REDACTED] (amount will be inserted at time of contract award) or the overtime premium is paid for work—

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—

(1) Identify the work unit; *e.g.*, department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multi-shift operations or by employing additional personnel.

\* Insert either "zero" or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

## **I.5 52.222-39 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (DEC 2004)**

(a) *Definition.* As used in this clause—

"United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)).

### **Notice to Employees**

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and

can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board  
Division of Information  
1099 14th Street, N.W.  
Washington, DC 20570  
1-866-667-6572  
1-866-316-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

(c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR Part 470, and orders of the Secretary of Labor.

(d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR Part 470, Subpart B—Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR Part 470, which implements Executive Order 13201, or as are otherwise provided by law.

(e) The requirement to post the employee notice in paragraph (b) does not apply to—

- (1) Contractors and subcontractors that employ fewer than 15 persons;
- (2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;
- (3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;
- (4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the

Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that—

(i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and

(ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or

(5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.

(f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall—

(1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or

(3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.

(g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR Part 470, Subpart B—Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

## **1.6 52.232-18 AVAILABILITY OF FUNDS (APR 1984)**

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

## **I.7 HHSAR 352.270-10 ANTI-LOBBYING (JAN 2006)**

Pursuant to the current HHS annual appropriations act, except for normal and recognized executive-legislative relationships, the Contractor shall not use any HHS contract funds for (i) publicity or propaganda purposes; (ii) the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself; or (iii) payment of salary or expenses of the Contractor, or any agent acting for the Contractor, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

## **I.8 HHSAR 352.270-11 PRIVACY ACT (JAN 2006)**

This contract requires the Contractor to perform one or more of the following: (a) Design; (b) develop; or (c) operate a Federal agency system of records to accomplish an agency function in accordance with the Privacy Act of 1974 (Act) (5 U.S.C. 552a(m)(1)) and applicable agency regulations. The term "system of records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. Violations of the Act by the Contractor and/or its employees may result in the imposition of criminal penalties (5 U.S.C. 552a(i)). The Contractor shall ensure that each of its employees knows the prescribed rules of conduct and that each employee is aware that he/she is subject to criminal penalties for violation of the Act to the same extent as HHS employees. These provisions also apply to all subcontracts awarded under this contract which require the design, development or operation of the designated system(s) of records (5 U.S.C. 552a(m)(1)). The contract work statement: (a) identifies the system(s) of records and the design, development, or operation work to be performed by the Contractor; and (b) specifies the disposition to be made of such records upon completion of contract performance.

## **I.9 HHSAR 352.270-19 ELECTRONIC INFORMATION AND TECHNOLOGY ACCESSIBILITY (JAN 2006)**

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by Public Law 105-220 under Title IV (Rehabilitation Act Amendments of 1998), all Electronic and Information Technology (EIT) developed, procured, maintained, and/or used under this contract shall be in compliance with the "Electronic and Information Technology Accessibility Standards" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR part 1194. The complete text of Section 508 Final Standards can be accessed at <http://www.access-board.gov/sec508/standards.htm>.

The standards applicable to this requirement can be accessed at: <http://www.access-board.gov/sec508/guide/index.htm>, and [http://cmsnet.cms.hhs.gov/hpages/cmm/dmsd/508Ref\\_Guide.doc](http://cmsnet.cms.hhs.gov/hpages/cmm/dmsd/508Ref_Guide.doc)



Vendors may document conformance using Voluntary Product Accessibility Template at [http://www.itic.org/archives/articles/20040506/faq\\_voluntary\\_product\\_accessibility\\_template\\_vpat.php](http://www.itic.org/archives/articles/20040506/faq_voluntary_product_accessibility_template_vpat.php)].

Vendors should provide detailed information necessary for determining compliance, including defined contractor-incidental exceptions.

## **SECTION J - LIST OF ATTACHMENTS**

- J-1 STATEMENT OF WORK (SOW)
- J-2 AWARD FEE PLAN
- J-3 AWARD FEE PLAN SELF-ASSESSMENT TEMPLATE
- J-4 SMALL BUSINESS SUBCONTRACTING PLAN
- J-5 REQUIRMENTS FOR PERFORMING A SAS 70 AUDIT
- J-6 CATEGORIES OF BENEFITS AND PROVIDER TYPES
- J-7 BILLING INSTRUCTIONS
- J-8 PROVIDER BANKRUPTCY CHECKLIST

The following attachments are incorporated by reference

- J-9 WAGE DETERMINATION ([www.dol.gov](http://www.dol.gov))
- J-10 FEMA CIRCULAR 65  
[http://www.fema.gov/pdf/library/fpc65\\_0604.pdf](http://www.fema.gov/pdf/library/fpc65_0604.pdf)
- J-11 ENTERPRISE ARCHITECTURE  
<http://www.cms.hhs.gov/MedicareContractingReform/downloads/ProcessingClaimsforPartA&BEnterpriseArchitecture.pdf>
- J-12 CONCEPT OF OPERATIONS  
<http://www.cms.hhs.gov/MedicareContractingReform/Downloads/ConOps.pdf>
- J-13 WORKLOAD IMPLEMENTATION HANDBOOK  
<http://www.cms.hhs.gov/MedicareContractingReform/Downloads/MACImplementationHandbook.pdf>
- J-14 EDI ENROLLMENT FORM
- J-15 EDI REGISTRATION FORM